

---

# **Sandia View Academy**

**65 Sandia View Lane  
Corrales, NM 87048**

**Telephone: 505-898-0717**

**FAX: 505-897-7053**

**Email: [information@sandiaviewacademy.org](mailto:information@sandiaviewacademy.org)**

**[www.sandiaviewacademy.org](http://www.sandiaviewacademy.org)**



## **2017-2018 Handbook**

**Accredited by:**

National Council for Private School Accreditation

Accrediting Association of Seventh-day Adventist Schools,  
Colleges, and Universities, Inc.

State of New Mexico – Public Education Department

---



“Train up a child in the way he should go:  
and when he is old, he will not depart from it.”

Proverbs 22:6 KJV

Affiliated with the Texico Conference of  
Seventh day Adventists

**Constituent Churches/Company:**

Central Seventh-day Adventist Church  
Corrales Seventh-day Adventist Church  
Heights Seventh-day Adventist Church  
La Roca Seventh-day Adventist Company  
Los Ranchos Seventh-day Adventist Company  
Metro Seventh-day Adventist Church  
North Valley Seventh-day Adventist Church  
Rio Grande Seventh-day Adventist Church  
Rio Rancho Seventh-day Adventist Church  
Three Angels Seventh-day Adventist Church

# Sandia View Academy Handbook

## Contents

SCHOOL CALENDAR 2017-2018.....	8
GENERAL INFORMATION.....	10
HISTORY.....	10
ABESTOS.....	10
MISSION STATEMENT.....	10
PURPOSE.....	10
GENERAL PHILOSOPHY.....	11
CONFLICT RESOLUTION.....	13
VISITATION DAY.....	15
ADMISSIONS.....	15
EQUALITY.....	15
ADMISSIONS COMMITTEE.....	15
DOCUMENTS REQUIRED FOR ADMISSION-NEW STUDENTS.....	16
DOCUMENTS REQUIRED FOR ADMISSION-RETURNING STUDENTS.....	16
FOREIGN STUDENTS.....	17
REGISTRATION.....	17
REGISTRATION DAY.....	17
DOCUMENTS REQUIRED FOR REGISTRATION.....	18
IMMUNIZATIONS.....	19
DAILY OPERATIONS.....	19
SCHOOL HOURS.....	19

CHAPEL/ASSEMBLY.....	20
ACADEMICS.....	20
ACADEMIC PROGRAMMING.....	20
ACADEMIC TESTING.....	20
GRADUATION REQUIREMENTS.....	21
GRADUATION REQUIREMENTS CHART.....	22
HONORS RECOGNITION AT GRADUATION.....	24
VALEDICTORIAN AND SALUTATORIAN.....	24
COMMUNITY SERVICE REQUIREMENT.....	25
COURSE OF STUDY.....	26
ATTENDANCE POLICY.....	40
ACADEMIC POLICIES.....	46
ABSENCES AND CLASSWORK.....	46
ADDING OR DROPPING CLASSES.....	47
AUDITING CLASSES.....	48
INDEPENDENT STUDY.....	48
COLLEGE CREDITS.....	48
CORRESPONDENCE AND ONLINE WORK.....	48
ACCELERATED COURSE OF STUDY.....	50
WEEKLY ELIGIBILITY CHECKS.....	51
ACADEMIC DISTINCTION.....	52
ACADEMIC PROBATION.....	52
CLASS STANDING.....	52
GRADE REPORTS.....	53

ONLINE GRADE REPORTING.....	53
CREDIT RECOVERY.....	54
STUDENT RECORDS.....	54
WITHDRAWAL FROM SCHOOL.....	56
TRANSCRIPT POLICY.....	56
STUDENT LIFE.....	57
OUTREACH AND RELIGIOUS ACTIVITIES.....	57
SABBATH OVSERVANCE.....	57
PUBLICATIONS.....	57
BANQUETS.....	58
ORGANIZATIONS.....	58
NATIONAL HONOR SOCIETY.....	60
SCHOOL LETTER.....	61
TOURING GROUPS AND VARSITY TEAMS.....	61
GENERAL ATHLETIC POLICY.....	61
SPORT POLICY, FEES, AND ATHLETIC PARTIPATION FORM.....	63
TRIPS.....	64
ATHLETICS.....	64
STUDENT KNIGHT CODE OF CONDUCT.....	65
EXPECTATIONS.....	66
LOCKERS.....	67
CITIZENSHIP.....	67
GENERAL CONDUCT.....	69
OFFICE VISITS.....	69

SUSPENSION/DISMISSAL/PROBATION.....	69
RIGHT TO APPEAL.....	70
DATING/SOCIAL CONDUCT.....	71
ENGAGEMENTS.....	71
GYM RULES.....	72
MUSIC POLICY.....	72
HARASSMENT POLICY.....	72
DRUG ABUSE POLICY.....	73
SUICIDE POLICY.....	74
GRIEVANCE PROCEDURE.....	75
CLOSED CAMPUS.....	75
STUDENT DRIVERS.....	76
DRESS CODE.....	76
P.E. UNIFORM.....	78
BANQUETS.....	78
STUDENT SERVICES.....	79
HEALTH AND SAFETY.....	80
ELECTRONIC POLICY.....	84
FINANCES.....	85
TUITION RATE CHART.....	89
BILLING INFORMATION.....	89
PARTIAL CHARGES.....	89
STUDENT SCHOLARSHIPS.....	90
WORK SCHOLARSHIPS.....	90

## **DISCLAIMER**

Due to changes that inevitably occur in staffing, state regulations, accrediting organizations, technology and finances; the classes, policies and guidelines within this handbook are subject to changes at the discretion of the school at any time.

## **ACCREDITATION**

Sandia View Academy is recognized as an accredited private school by the Public Education Department of the State of New Mexico. It is also fully accredited by the Accrediting Association of Seventh-day Adventist Schools, which is a member of the National Council of Private School Accreditation. School officials include the educational representatives from the North American Division of Seventh-day Adventists, the Southwestern Union of Seventh-day Adventists and the Texico Conference of Seventh-day Adventists and have access to student records as required for accreditation.

# SCHOOL CALENDAR: 2017-2018

<b>AUGUST 14- OCTOBER 13</b> .....	<b>1<sup>ST</sup> QUARTER</b>
August 8-10.....	Late Registration
August 8.....	SVA Board Meeting
August 14 .....	1 <sup>st</sup> Day of School
August 17.....	Student/Parent Orientation
August 25-27.....	Senior Survival
August 28.....	Soccer Season Begins
September 4.....	Labor Day-NO SCHOOL
September 12.....	SA Ice Cream Social
September 14-17.....	SWAU Leadership Camp
September 25-2.....	Iowa Assessments
October 9-13.....	Fall Week of Prayer
October 10.....	SVA Board Meeting
October 13.....	End of 1 <sup>st</sup> Quarter
October 13.....	School Pictures
October 13.....	Annual SVA Annual Golf Tournament
October 13-14.....	Alumni Association Weekend

<b>OCTOBER 16-January 5</b> .....	<b>2<sup>ND</sup> QUARTER</b>
October 18-19.....	Parent/Teacher Conferences
October 19-22.....	SWAU University Days
November 1.....	Basketball Season Begins
November 10 .....	Service Friday
November 17.....	Thanksgiving Lunch
November 20-24.....	Thanksgiving Break-NO SCHOOL
December 3.....	SAT Testing
December 8.....	SVA Christmas Program
December 10.....	ACT Testing
December 10.....	SA Winter Dinner
December 11-15.....	Semester Exams
December 12.....	SVA Board Meeting
December 18-January 1.....	Christmas Break



**JANUARY 8–MARCH 9..... 3rd QUARTER**  
 January 2.....School Resumes  
 January 3.....Deadline for Grades  
 January 5.....End of 2<sup>nd</sup> Quarter  
 January 11.....Parent/Teacher Conferences  
 January 15.....MLK DAY NO SCHOOL  
 January 24-27.....SWAU BB Tournament  
 February 8-11.....SWAU Music Fest  
 February 11.....ACT Testing  
 February 13.....SVA Board Meeting  
 February 19.....President’s Day NO SCHOOL  
 February 26.....PSAT 8/9 & 10 Graders  
 March 5-9.....SA Spirit Week  
 March 12-16.....Spring Break

**MARCH 19– MAY 25.....4<sup>th</sup> QUARTER**  
 March 22.....Parent/Teacher Conferences  
 March 23.....Academy Days  
 April 5-7.....Texico Music Fest  
 April 9-13.....Spring Week of Prayer  
 April 10.....SVA Board Meeting  
 April 14.....Spring Program  
 April 15.....ACT Testing  
 April 20.....Spring Holiday/Snow Day  
 April 27.....Track and Field Day  
 April 30-May 4.....Biology Trip  
 May 4.....Service Friday  
 May 6.....SAT Testing  
 May 6.....Spring Banquet  
 May 8.....SVA Board Meeting  
 May 7-11.....Teacher Appreciation Week  
 May 17.....Award Ceremony  
 May 21-25.....Final Exams  
 May 25-26.....SVA Graduation

## **GENERAL INFORMATION**

### **HISTORY**

Sandia View Academy (SVA) is a state accredited Seventh-day Adventist secondary parochial school offering grades 9-12. Land in Sandoval County was donated in 1939 by the General Conference of Seventh-day Adventist to establish a Spanish-American Seminary. The Spanish-American Seminary became Sandia View Academy in 1952 with approval to run as a North American Division of Seventh-day Adventist senior academy. While changes have occurred during the years since in regards to physical location and status, SVA continues to operate as a fully accredited high school through the National Council for Private Schools, NAD and PED-NM.

### **ASBESTOS**

SVA has been inspected and any asbestos in the school is in a non-friable condition and does not represent a health hazard at the present time. Notice will be made of any material changes.

### **MISSION STATEMENT**

The mission statement of Sandia View Academy is to:

*Provide a quality Seventh-day Adventist secondary education in a climate that promotes a relationship with Jesus Christ and a desire to fulfill His commission of service.*

### **PURPOSE**

The purpose of Sandia View Academy is:

- To offer an environment for its students to receive a balanced academic, spiritual, physical, social, and practical education in harmony with

denominational standards and ideals, with God as the source of all moral value and truth.

- To help prepare its students for effective citizenship on earth and for rewarding citizenship in the New Earth.

We believe that each student at Sandia View Academy is special, filled with great potential, and has a vast variety of God-given talents and abilities. It is the goal of each member of the dedicated Christian staff and all our volunteers to help develop this potential and those talents and abilities, for the honor and glory of God

Sandia View Academy, with a “Commitment to Excellence,” encourages students to develop a love for God and man which will be expressed in unselfish service, self-discipline, a spirit of cooperation and unity, respect for authority, and a better understanding of Biblical principles by which to make these decisions.

In order to accomplish this mission, we have established the following goals:

- To use the Bible in each class as a basis for a relationship with our Creator and as a guide in all areas of life.
- To daily maintain our personal relationships with Jesus.
- To accept personal responsibility for achieving and maintaining optimal physical, mental, social, and spiritual health.
- To promote a Seventh-day Adventist Christian lifestyle and values.
- To promote a strong work ethic along with an awareness of career options and opportunities, as they relate to one’s personal involvement in the mission of the church.
- To promote scholastic achievement and academic excellence.

## **GENERAL PHILOSOPHY**

Through a combined effort of the home, church, and school, it is the goal of Sandia View Academy to provide a safe and caring atmosphere for learning

which will foster the development of spiritual, mental, physical, and social wellness of each student for the quality of life today, tomorrow and eternally. We believe that “true education means more than a preparation for the life that now is. It has to do with educating the whole being...” [Ellen G. White, Education, page 13]. Our belief is also that a student's greatest happiness comes through a personal relationship with Jesus and service to God, his/her fellow man, and his/her community.

The cooperation of parents, together with the teachers, working as a supplemental extension of the home, helps to meet the following school objectives:

***Spirit*** - To develop faith, trust, love, and confidence in the power of the Gospel and in the Second Advent; and to develop an earnest desire for the happiness found in knowing Jesus as a personal Friend.

***Character*** - To develop a noble Christian character so that the ideals of right, self-discipline, honesty, reverence, purity, integrity, and morality become dynamic habits of conduct.

***Intellect*** - To develop the highest possible intellectual attainment and a lifelong love for learning.

***Thought*** - To develop the ability to think and reason independently and constructively.

***Health*** - To develop awareness that the body is the temple of God and to impart knowledge of what produces a healthy mind and body.

***Church*** - To encourage a sense of loyalty and responsibility in the performance of church activities.

***Society*** - To learn to appreciate and participate in social activities that will build a personality and character like that of the Savior, which develop a proper respect for fellow men and women.

**Community** - To develop a sense of personal responsibility for the welfare of the home, community, and the nation.

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state.

Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His servants on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church are directed toward God's restorative plan for fallen humanity. The church conducts its own system of education to internalize the belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Humankind is made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true and good. In order to foster this we reserve the right to restrict entertainment items entering our school.

## **CONFLICT RESOLUTION**

In even the best schools, individuals sometimes have concerns regarding the school's operation or perhaps some action of a student, parent, an individual employee or teacher. Most of the time, these concerns can be explained or corrected by an earnest, prayerful visit between the parties involved.  
(Matthew 18:15-18)

If the person with the concern has met with the person or persons they have concerns with for the purpose of finding a resolution and no resolution was

achieved, then a school administrator may be requested to serve as a consultant regarding the specific concerns.

In the event that the individual's concern continues after a personal visit and consultation with a school administrator, the individual is requested to express the concern in writing to the school board chairperson.

The chairperson will call a special meeting of the concerned individual, any involved student, parent and/or employee, the head principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all. If a satisfactory resolution does not seem possible within this group, then the concerned individual and the employee will be invited to appear at the next board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools.

Only after the above suggestions have been carried out, should concerns regarding an employee be brought to the board for its consideration and discussion. After the concern has been stated and questions asked by board members, the board should go into executive session to complete discussion and determine resolution.

Since such resolutions are sometimes of a sensitive nature, the head principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the board's resolution with the person involved. Every effort should be made to come to a caring, peaceful conclusion among God's people. There are no appeal levels after this step and the determination is final.

## **VISITATION DAY**

Prospective students and their parents are invited to visit the campus. An official Academy Visitation Day occurs 2<sup>nd</sup> semester each school year. An

appointment to visit on Academy Visitation Day or at any other time may be made by calling the Front Office (505)-898-0717 or by e-mailing us at: [information@sandiaviewacademy.org](mailto:information@sandiaviewacademy.org)

## **ADMISSIONS**

### **EQUALITY**

Admission is available to students of any race, color, nationality, and ethnic origin. Sandia View Academy does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in our administration of educational policies, admission procedures, scholarship programs, and athletic or extracurricular programs. The academy, however, reserves the right to accept or deny any applicant or re-applicant except as stated above.

**Individuals participating with SVA in the sports program or other limited programs/classes that are not enrolled as full time students are subject to limitations as determined by the school in terms of their ability to participate in extended activities. For example, field trips, special chapels or similar type programs etc.**

No particular religious affiliation is required of any student upon entering the Academy. However, every student who presents him or herself for admission to the Admissions Committee of our school must:

- desire to be a part of and be a positive contributor to the strong Christian atmosphere at Sandia View Academy.
- pledge to willingly observe all school regulations.
- maintain a positive attitude.
- be open to the exploration of getting to know God.

### **ADMISSIONS COMMITTEE**

All applications are subject to the approval of the SVA Faculty and Admissions Committee of our school board. All new students are accepted on a

provisional basis for the first nine (9) weeks they are in attendance. Students must live with a parent, guardian or in Admin Committee approved housing while attending SVA.

Sandia View Academy does not admit individuals who engage in sexual misconduct that includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Sandia View Academy and the Seventh-day Adventist Church.

SVA's goal is to provide student with age-appropriate experiences and Christian and social growth. Because life passages such as marriage and/or pregnancy often distract students from a successful experience in a traditional Christian school setting, students experiencing such may be asked to find alternate educational settings.

## **DOCUMENTS REQUIRED FOR ADMISSION – NEW STUDENTS**

New students may be accepted after the following documentation has been received and reviewed by the Admissions Committee:

- A completed and signed application
- Home-schooled students may be accepted based upon appropriate age considerations, maturity, and the grade level parents deem them ready. In addition, they may be required to take a national exam in order to help determine grade placement and in particular math ability level.
- 8<sup>th</sup> graders from an accredited school: A grade card or transcript from an accredited school that certifies that the student has finished eighth grade; a copy of current grades if applying prior to eighth grade graduation; and a signed student records and transcript request form granting SVA permission to obtain records from previous school.
- Students going into grades 10-12: An official withdrawal form/grade card from the former accredited school and a signed student records and transcript request form granting SVA permission to obtain records from previous school.
- Three recommendations must be sent to us from the following:



- a. Most recent principal or a recent teacher.
- b. Pastor, Head Elder, Head Deacon, Pathfinder/Scout Director or youth leader from the church where you or your parent's membership is held.
- c. If family circumstances eliminate (b), then one recommendation as
- d. Noted in (a) and two recommendations as outlined in (d)
- e. An adult(s) to whom you are not related. Such person(s) may include a work supervisor.

**NOTE:** Those completing the character reference forms may mail them to:  
SVA Admissions Committee, 65 Sandia View Lane, Corrales, NM 87048

## **DOCUMENTS FOR ADMISSION – RETURNING STUDENTS**

Returning students must reapply each school year and may be accepted after all the following documents have been received and reviewed by the Admissions Committee:

- A recommendation form the Academic Standards Committee comprised of SVA staff, faculty and certified educational consultants.
- An application.

## **FOREIGN STUDENTS**

SVA DOES NOT CURRENTLY ACCEPT FOREIGN STUDENTS. WHEN ITS STATUS FOR SUCH IS APPROVED BY GOVERNMENT AUTHORITIES, GUIDELINES WILL BE AVAILABLE IN THE OFFICE.

## **REGISTRATION**

### **REGISTRATION DAY**

Students who have been officially admitted to SVA **and** financially cleared by their previous school may register at Sandia View Academy. Students must complete registration in order to attend school at SVA.

Regular early registration that has small financial discounts have April and June cut off dates. Late registration for students who have been officially admitted and accepted to SVA is held in August.

## **DOCUMENTS REQUIRED FOR REGISTRATION**

Admitted students will need the following documents completed and on file in order to be officially registered at SVA:

- Certified birth certificate
- Social security card
- Proof of Immunization
- A record of an annual Sports Physical Examination [every student, every school year]
- Student Medical Record Form
- Consent to Treatment Form
- Completed and signed emergency card
- Consent to Off-Campus Trips
- Off-Campus Permissions Form
- Student Driver Permission Form (and Permission to drive others)
- Over the Counter (Non Prescription Drugs) Permission Form
- Acceptable Use Policy (for internet and computer use)
- Work permits (if applicable)
- A form signed by the student and parent or guardian stating that they have read the *Handbook* and agreed to abide by the rules and policies of the school.
- 8<sup>th</sup> graders: A grade card or transcript from an accredited school that certifies that the student has finished eighth grade; a signed student records and transcript request form granting SVA permission to obtain records from previous school
- Home schooled students – see guidelines under Documents Required for New Students.
- Students going into grades 10-12: An official withdrawal form/grade card from the former accredited school and a signed student records and

transcript request form granting SVA permission to obtain records from previous school

**NOTE:**

Students who do not provide these documents at registration will be conditionally registered. A three weeks grace period will be given from the first day of school. Students will not be allowed to attend after this period until the documentation is provided and is on file in the Office.

**IMMUNIZATIONS**

State law requires that all students must have the DPT, TDAP, MMR, HIB, HEPB, polio and Varicella vaccines. A student may not enter classes until his/her immunization record is on file with the school. If a student has not been immunized because of personal convictions, appropriate exemption from immunization must be completed with public notary signature and submitted to the department of health for processing. Students with a waiver may be excluded from school in the event of an epidemic. If a required immunization would be detrimental to a student's health, then there must be on file a statement signed by a licensed physician along with a history of required immunizations that have been received.

NOTE: Students must have proof of immunization at registration in order to be officially registered. They will be conditionally registered for three weeks without proof of registration. After three week grace period, students will not be allowed to attend SVA until proof of immunization or waiver is on file.

**DAILY OPERATIONS**

**SCHOOL HOURS**

**M-THURSDAY** the school is normally open from 8:00am until 5:00pm. The last class is normally over at 3:30pm. Friday hours are from 8:00am until 2:40pm. Half days run until 12:30pm. Late start/two hours delays

**days normally begin at 10:00am.** Students are encouraged not to arrive at school earlier than 30 minutes before the start of school unless they have a class or school activity that starts earlier. Students are also to leave school promptly at the end of their school day as supervision is limited to 30 minutes after the last period of the day. **NO after school child care is provided. All school regulations apply during this time including:**

### **CHAPEL/ASSEMBLY**

Chapel/Assembly requires mandatory attendance. This is an important part of a student's total education program. A regular chapel/assembly period is built into the weekly schedule; however, special chapel/assembly periods will be announced.

## **ACADEMICS**

### **ACADEMIC PROGRAMMING**

Sandia View Academy's academic programming is a college-preparatory curriculum geared to the mainstream learner. Some academic classes are taught at the college level. We utilize best practices and high yield instructional strategies. We provide a number of resources to students to help them be successful with the academics. Tutoring is available, and is scheduled by teachers.

**We are not equipped to handle students with severe behavior and/or learning deficiencies. Students applying with an active or expired Individual Education Plan (IEP) need to inform SVA in advance of registration and acceptance. SVA is normally unable to abide by the legal requirements of an IEP and reserves the right to not accept students falling under those guidelines. However, as deemed appropriate, a separate non-IEP agreement may be drawn up to assist students subject to the school's discretion.**

## **ACADEMIC TESTING**

Students entering Sandia View Academy for the first time may be tested to determine their level of achievement in reading and math. This test will determine at what grade level the student may be placed for their success. If the testing shows that the student is below grade level, and the student desires admission at the grade level of the previous school, an academic plan may be developed by the Student Assistance Team with goal of bringing the student up to grade level.

Satisfactory progress in meeting the goals of this plan must be achieved and will be re-evaluated at the end of each quarter, in order for the student to maintain the grade level at which the student was admitted.

Annually, students take the Iowa Assessments. The data from these tests are disaggregated to inform and differentiate instruction.

## **GRADUATION REQUIREMENTS**

Sandia View Academy offers 3 high school diplomas. A minimum of 25 credits is required for a general diploma in the state of NM. High school credits are determined by time spent in class. A credit is defined as the units earned for a class meeting at least 200 minutes per week for 36 weeks. Laboratory classes meet 240 minutes per week. The final semester of the senior year must be taken in residence (at SVA). Only one credit of varsity sport (i.e. basketball/gymnastics) may apply toward PE credits.

It is the student's responsibility to take and complete the courses necessary for graduation in consultation with administration, teachers, and parents.

Any request for a diploma that varies from the following standards must be approved by the appropriate school committee and is subject to review and approval by the Texico Conference of Seventh-day Adventist.

---

Excellence and subject mastery are to be strived for in all subject areas. Neatness and promptness in completing work are used by teachers in calculating grades for all assignment. Students and parents will be given information at the beginning of the school year concerning how each course will be evaluated. Evaluation guidelines are determined in accordance with the Southwestern Union of Seventh-day Adventists Education Code.

**Note:** Proficiency in the use of the English language must be demonstrated to qualify for the academic and distinguished diplomas. Students whose native tongue is a language other than English must earn a satisfactory score on the selected English proficiency examination.

---

### **General Diploma (GD) (Meets NM State and SWUC) 25 credits total.**

To receive a general diploma, a student must complete the following:

The student must also have at least a 1.0 grade point average and satisfactory deportment. No more than two credits of fine arts and two credits of P.E. may apply towards the 25 credits required for graduation.

**Note:** Students may be conditionally accepted into college with a general diploma. However, in most cases they will be required to take remedial college courses prior to taking a regular college load.

---

### **Academic Diploma (AD) (Exceeds NM State and SWUC) 27 credits total.**

The offering of this diploma is solely intended to encourage students in selecting courses that will aid them in preparing for college. Each student is advised to make sure that he/she completes the proper courses for entrance to the particular college or university of choice. To receive the academic diploma, a student must complete the following:

The student must have maintained a minimum, cumulative, 2.0 grade point average and satisfactory citizenship grade. No more than two credits of fine

arts and two credits of P.E. may apply towards the 27 credits required for graduation.

---

**Distinguished Diploma (DD) (Exceeds NM State and SWUC) 29 credits total.**

The offering of this diploma is solely intended to encourage students in selecting courses that will aid them in preparing for college at an advanced level. Each student is advised to make sure that he/she completes the proper courses for entrance to the particular college or university of choice. To receive the distinguished diploma, a student must complete the following:

Two of the following three with the third meeting the advanced diploma requirement:

- ❖ Mathematics – 4 credits (Excludes General Math and Pre-Algebra)
  - Sciences – 4 credits (Excludes General and Earth Science)
  - Foreign Language – 3 credits (all of the same language)

The student must have maintained a minimum, cumulative, 3.0 grade point average and satisfactory citizenship grade. No more than two and one half credits of fine arts and two credits of P.E. may apply towards the 29 credits required for graduation.

<b>GRADUATION REQUIREMENTS</b>	<b>GD</b>	<b>AD</b>	<b>➤ DD</b>
• Religion	4	4	4
English	4	4	4
○ Social Studies	3	4	4
❖ Mathematics	3	3	3/4
▪ Science	3	3	3/4
Computer Science	1	1	1
Life Skills	0.5	0.5	0.5
Physical Education	2	2	2
Fine Arts	0.5	1	1.5
Health	0.5	0.5	0.5
Communication/ Business Skills	1	1	1
Student Choice Elective	2.5	1	0.5
Foreign Language (all of the same language)		2	2/3
	<b>25</b>	<b>27</b>	<b>29</b>
<ul style="list-style-type: none"> <li>• One year of religion for each year spent in an Adventist academy.</li> </ul>			
<ul style="list-style-type: none"> <li>○ Must Include 1 Credit US History and ½ Credit US Government</li> </ul>			
<ul style="list-style-type: none"> <li>❖ Mathematics - Excludes General Math and Pre-Algebra</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Sciences – Excludes General and Earth Science</li> </ul>			



## **HONORS RECOGNITION AT GRADUATION**

- Honor students (GPA of 3.0 to 3.499) wears red cords
- High honor students (GPA of 3.5 to 3.749) wears silver cords
- Highest honor students (GPA of 3.75 to 4.0) wears gold cords.
- A student who has attended SVA for 4 years (8 semesters) wears white cords at graduation.

## **VALEDICTORIAN AND SALUTATORIAN**

These honors will be selected by the Academic Standard Committee from senior class students. Guidelines are:

(a) Attended SVA as a full-time student a minimum of two full continuous semesters at SVA graduation date.

(b) The Valedictorian will be the student with the highest cumulative GPA of 3.5 or above and is taking the distinguished diploma.

(c) The Salutatorian will be the student with the second highest GPA with the same guidelines as the Valedictorian.

Eligibility for these honors requires a Distinguished Diploma. If no student taking the Distinguished Diploma has a GPA of 3.5 or above, there will be no Valedictorian or Salutatorian chosen.

## **COMMUNITY SERVICE REQUIREMENT**

Here at Sandia View Academy, we believe in helping the community. This may be community that we live in, church community that we attend, or some far away community that is in need of service. Jesus has given us an example of service to others. As part of the graduation requirements from Sandia View Academy, students will be required to complete community service hours.

Each High School student will be required to complete community service hours. Each student is required to have a minimum to twenty hours of community service by May 1 each school year they are enrolled at SVA.

## **COURSES OF STUDY**

Following is a listing of the possible courses of study. For a list of the specific courses offered for the 2017-2018 school year, please see the class schedule. While several classes are taught at an advance level similar to Advanced Placement (AP), designated Honors classes, if any, are indicated on transcripts. AP testing may be available subject to AP criteria as determined by the College Board.

### **ART/FINE ART (See also Music)**

**All credits are per semester unless noted otherwise**

#### **Art**

**1/4 credit**

#### **Elective/Fine Arts**

This course is a beginner's course in drawing and painting. \$25.00 basic fee. Cost of equipment and paints will be approximately \$60.00 beyond for this course.

#### **Advanced Art**

**1/4 credit**

#### **Elective/Fine Arts**

#### **Prerequisite: Art**

This course is an intermediate course in drawing and painting. \$30.00 basic fee. Cost of equipment and paints will be approximately \$60.00 beyond for this course.

## **Drama**

**1/4 Credit**

### **Elective/Fine Arts/Communication**

This will be a performance group. Students will learn the basics of acting and theatre. They will learn how to use those skills to visually present the message of the gospel and glorify God through drama. There will be a \$25.00 fee per semester for all drama students to help cover production costs.

Most performances will occur on the weekend. The performances are the testing portion of the class. Any missed performance will result in a lower grade in the class.

## **COMPUTER**

### **Computer Applications**

**1/2 credit**

### **Elective/Computer**

#### **Required**

This course is designed to develop and enhance touch skills for entering alphabetic, numeric, and symbol information on a keyboard and to give students a basic understanding of word processing using industry standard software such as Microsoft Office 2007. It is also designed to teach the fundamentals of Windows XP Professional and to give students a basic understanding of spreadsheets, databases, and presentations.

## **COMMUNICATION**

### **Drama**

**1/2 Credit**

#### **Elective/Fine Arts/Communication**

This will be a performance group. Students will learn the basics of acting and theatre. They will learn how to use those skills to visually present the message of the gospel and glorify God through drama. There will be a \$25.00 fee per semester for all drama students to help cover production costs.

Most performances will occur on the weekend. The performances are the testing portion of the class. Any missed performance will result in a lower grade in the class.

### **Yearbook**

**1/4 credit**

#### **Elective/Computer/Communication**

The purpose of this course is ultimately to produce a quality yearbook for Sandia View Academy. In this process the student will learn publishing software as well as the elements of good yearbook design which include writing, photography, and layout.

## **APPLIED ARTS**

### **Life Skills**

**1/4 credit**

#### **Required/Vocational**

This course provides practical learning and skills. One semester is geared toward skills in a home such as child care, cooking and sewing, while the other semester is geared toward shop type activities. Lab Fee: \$25/semester and cost of any material for sewing.

## **ENGLISH**

### **English I**

**1/2 credit**

#### **Required**

This course includes a study of short stories, poetry, biographies, essays and the novel. Emphasis will also be given to the mechanics of sentence structure, parts of speech, punctuation and spelling.

### **English II**

**1/2 credit**

#### **Required**

This course is designed to enable the student to use written English through the study of writing and world literature including parables, short stories, biographies, essays and poetry.

### **English III**

**1/2 credit**

#### **Required**

#### **Prerequisite: English I and II**

This course includes a survey of American literature from the beginning of the American tradition to modern literature of the 20<sup>th</sup> century.

Students study in-depth writing skills and various styles of composition including narrative, analysis and research.

### **English IV**

**1/2 credit**

#### **Required**

#### **Prerequisite: English III**

This course includes a survey of English literature from the Anglo-Saxon period to the 20<sup>th</sup> century. Students study in-depth writing skills, public speaking skills and various styles of composition including persuasive writing and research.

## **FOREIGN LANGUAGE**

### **Spanish I**

**1/2 credit**

**Foreign Language**

**Required for Academic Diploma**

This course is an introduction to basic Spanish. The students learn Spanish vocabulary and how to conjugate verbs. There is special emphasis on Spanish culture and history.

### **Spanish II**

**1/2 credit**

**Foreign Language**

**Required for Academic Diploma**

**Prerequisite: Spanish I or Proficiency Test**

This class is designed to fine-tune the students' speaking, reading, and writing skills. Listening to and comprehending the language is of special emphasis.

### **Spanish III**

**1/2 credit**

**Foreign Language**

**Prerequisite: Spanish II or Proficiency Test**

This class is for advanced students. It focuses on speaking, reading, and writing skills at a higher level. Listening to and comprehending the language is integral for the student at this level as almost all of the conversation and instruction are in Spanish.

## **Honors Spanish**

**1/2 credit and up to 1-2 College Credits possible if AP Test is passed at a high level according to the College Board requirements**

### **Foreign Language**

#### **Prerequisite: Spanish III or Proficiency Test**

This class is for advanced students who would like to begin getting college credit. It focuses on preparing the student to take the Advanced Placement Test in Spanish. Students may be eligible to receive college credit through the advanced placement program subject to College Board guidelines. The amount of credit will be determined by the grade received on the AP test.

## **MATHEMATICS**

### **Algebra I**

**1/2 credit**

#### **Required Math**

#### **Prerequisite: Proficiency Test**

This class is an introduction to the fundamentals of Algebra which form a foundation for all future mathematics courses dealing with mathematical structure and abstract thinking. Topics include variables, polynomials, equations, inequalities, factoring, functions, and problem solving with rational and irrational numbers.

### **Algebra II**

**1/2 credit**

#### **Elective/Math**

#### **Prerequisite: Algebra I**

This class is a review and expansion of the basic algebraic concepts studied in Algebra I plus an introduction to complex numbers, trigonometry and logarithms.

## **Geometry**

**1/2 credit**

**Elective/Math**

**Prerequisite: Algebra I**

This is a formal study of the laws governing the inner relationships of points, lines and planes in Euclidian space. The logic used will be more formal first semester. This will include all the usual geometric figures including polygons, circles, and solids along with basic constructions.

## **Pre-Algebra**

**1/2 credit**

**Elective/Math**

Will not count as math credit toward any diploma math credits/requirements. It does count as an elective.

This course is designed to master concepts and provide guidance for a full year of practice and rehearsal in fundamental arithmetic while basic abstractions of beginning algebra are introduced. A placement test is given to determine assignment of this course.

## **Pre-Calculus**

**1/2 credit**

**Elective/Math**

**Prerequisite: Grade of B or above in Algebra II or instructor's permission**

This class has a strong emphasis on trigonometry, logarithms, circular functions, vectors and analytical geometry. It also may include topics in probability, statistics and matrices. Students will need to provide their own graphing calculator as it is required for this class



## **Honors Calculus**

**1/2 credit**

**Elective/Math**

**Prerequisite: Pre-Calculus**

This class discusses limits, derivatives and applications of differential calculus to real-world problems. An introduction to integration concludes the course.

## **MUSIC**

*All music classes are performance classes and students are required to participate in all performances. Most performances will occur on the weekend. The performances are the testing portion of the class. Any missed performance will result in a lower grade in the class.*

Students are responsible for obtaining any performance uniforms required for the class.

### **Choir**

**1/4 credit**

**Elective/Fine Arts**

**Prerequisite: Audition**

Choir is a performing vocal musical organization. Students are taught to sing in four-part harmony and participate in scheduled concerts and weekend performances.

### **Band/Instrumental Ensemble**

**1/4 credit**

**Elective/Fine Arts**

**Prerequisite: Audition**

This class is geared to meet the performance needs of most instrumentalists. It features the typical instruments that would be found in a band. Regular practice and performances are required for this class. Offered as requested

## **Piano or private instrumental lessons**

**1/4 credit**

### **Elective/Fine Arts**

Parents are responsible for finding a private instructor for this option.

## **PHYSICAL EDUCATION AND HEALTH**

### **Gymnastics**

**1/4 credit**

#### **Elective/Physical Education**

The Sandia View Academy Gymnastics Team works throughout the year on routines and performs them on tour as well as at the Home Show during second semester. The team is selected through tryouts held at the beginning of the school year.

*Gymnastics is a performance class and students are required to participate in all performances. Most performances will occur on the weekend. The performances are the testing portion of the class. Any missed performance will result in a lower grade in the class.*

### **Health**

**1/2 credit**

#### **Required**

This course is designed to teach the health principles of a Christian lifestyle which are in harmony with the Bible and the Spirit of Prophecy. The student will become more aware of the long-term benefits of a healthy lifestyle. Areas included are regular physical exercise, mental well-being, proper diet, substance abuse, and first aid.

**Physical Education I**  
**1/2 credit (Per Semester)**  
**Required/P.E.**

Basic motor skills, sports skills, and the rules of several team sports will be covered. Students will be expected to exemplify sportsmanship as well as Christian attitude on and off the field. Being in gymnastics or on a varsity team does not meet the PE I requirement.

**Physical Education II**  
**1/2 credit (Per Semester)**  
**Required/P.E.**

This class is geared toward personal fitness and individual sports though some team sports will be covered. Being in gymnastics or on a varsity team does not meet the PE II requirement.

**PE Units**  
**1/2 credit (Per Semester)**  
**Elective/P.E.**

This class is a course on various units of PE. The students will learn the basic fundamentals, skills and strategies for the unit. Units of study will include activities such as tennis, golf, archery, floor, hockey, personal fitness and badminton.

**Varsity Sports**  
**Credit varies**  
**Elective/P.E.**

Practicing for and playing a varsity sport will allow a student to receive credit for P.E. The amount of credit will be determined by the length of the season for that sport. Any student that loses eligibility to play or practice for any length of time during the season will not receive credit.

## **RELIGION**

### **Bible I**

**1/2 credit**

#### **Required**

**1<sup>st</sup> Semester:** Students will learn practical ways to follow Jesus' example.

**2<sup>nd</sup> Semester:** Students will compare the teachings of Jesus against other world religions. They will learn how the Bible came into existence and how to study it. They will also examine creation and focus on the importance of themselves as a special creation.

### **Bible II**

**1/2 credit**

#### **Required**

**1<sup>st</sup> Semester:** Students will survey God's leading of His people from the call of Abraham to the inter-testimonial period.

**2<sup>nd</sup> Semester:** Students will begin following church history from the birth of Christ through to the present with the fourth quarter emphasizing Seventh-day Adventist denominational history.

### **Bible III**

**1/2 credit**

#### **Required**

**Prerequisite: Junior class standing or permission**

This class includes practical studies on friendships and life choices. Students also study the books of Romans, Daniel and Revelation and the major doctrines of the church.

## **Bible IV**

**1/2 credit**

### **Required**

**Prerequisite: Senior class standing or permission**

**1<sup>st</sup> Semester:** Students will examine what the Scriptures have to say on the topic of stewardship. Emphasis will be placed on how success comes through being good stewards of their time, talents, and treasures. Students also study the book of John and how to have a personal relationship with Christ.

**2<sup>nd</sup> Semester:** The students will be taught how to obtain knowledge and skills which will lead to healthy interpersonal relationships. Topics of emphasis will be: dating, human sexuality, being a responsible marriage partner, parenting, and caring for the elderly and disabled. Information for these topics will come from Scripture, psychology, and medicine.

## **SCIENCE**

### **Biology**

**1/2 credit**

#### **Elective/Science**

This is a comprehensive study of life at all levels of biological organization. Topics to be studied include the following: biological principles, cells, genetics, creation/evolution, microbiological principles, micro-organisms, plants, invertebrates, vertebrates, human biology, and ecology.

## **Chemistry**

**1/2 credit**

**Elective/Science**

**Prerequisite: Algebra 1**

This class is a study of fundamental chemical concepts and principles. Topics of study will include: matter and energy; phases of matter; formulas and equations; atomic structure and bonding; solutions; kinetics and equilibrium; acids, bases and salts; organic and nuclear chemistry.

## **Honors Human Anatomy and Physiology**

**1/2 credit**

**Elective/Science**

**Prerequisites: Biology, senior class standing**

As a college prep course, this class is designed to prepare students to successfully conquer college anatomy and physiology. Topics of discussions will include general histology, cell physiology, cytology, neurophysiology, immunology, organ system functions, and the study of human diseases.

## **SOCIAL STUDIES**

### **Economics**

**1/2 credit**

**Elective/Social Studies/Business**

This is a course designed to teach students not only about world economics, but also about personal financial management from a Christian perspective.

## **American Government**

**1/2 credit**

### **Required Social Studies**

#### **Prerequisite: Senior class standing**

This class focuses on the governmental and economic systems of the world with emphasis on how the U.S. government functions.

## **U.S. History**

**1/2 credit**

### **Required Social Studies**

#### **Prerequisite: Junior class standing**

This class studies American History from the colonial period to 1877 during the first semester and then from 1877 to the present in the second semester.

## **World History**

**1/2 credit**

### **Elective/Social Studies**

This course covers the development of world cultures with emphasis given to geographical features, social factors, and political happenings. It is usually taken the sophomore year.

## **World Geography**

**1/2 credit**

### **Elective/Social Studies**

This class is a study of the earth and its people. In addition to an emphasis on the earth's physical features and the location of various points of interest, World Geography provides an overview of earth's ecological systems and the culture, economy and distribution of earth's major people groups.

\*All exceptions to prerequisites are subject to the Academic Standards Committee's Review.

## ATTENDANCE POLICY

School begins at 8:30 AM. Students are expected to attend all of their scheduled classes and study halls until all of their classes have been completed for the day. Students need to remain in study hall after their final class until their ride arrives.

New Mexico Compulsory Attendance Law states:

### **“6.10.8.7 DEFINITIONS:**

A. “Attendance” means students who are in class or in a school-approved activity. If a student is in attendance up to one half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.”

“§ 22-12-2 Compulsory school attendance; responsibility

A. Except as otherwise provided, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age unless that person has graduated from high school or received a general educational development certificate. A parent may give written, signed permission for the school-age person to leave school in case of hardship approved by the local superintendent.”

### **“§ 22-12-9 - Unexcused absences and truancy; attendance policies**

A. As used in this section and Sections 22-12-7 and 22-12-8 NMSA 1978:

(1) "habitual truant" means a student who has accumulated the equivalent of **ten or more actual** unexcused absences ( three tardiness = an absence) and does apply to habitual truant laws) within a school



year. Such students will be reported to appropriate legal authorities pursuant to state law.

(2) "student in need of early intervention" means a student who has accumulated five unexcused absences within a semester; and

(3) "unexcused absence" means an absence from school or classes for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board or governing authority of a charter school or private school. See the definition of an unexcused absence under "Absences."

B. An unexcused absence of two or more classes up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full-day absence.

It also requires that the school report any habitual truant student to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in need of supervision and thus subject to the provisions of the Children's Code (House Bill 106).

In keeping with this statute, it is our desire to cooperate with the families of our students in maintaining a strong attendance policy. School attendance is required. Regular attendance, dependability and promptness are characteristics of successful students. Irregular attendance affects students' standing with the school, the opportunity to hold an office, to participate in touring/varsity groups, and to receive special privileges associated with good attendance. In addition, attendance records are part of the permanent student records. Poor attendance jeopardizes future educational and career opportunities, and it can jeopardize the receiving of scholarships. Ultimately, if the student fails to maintain satisfactory attendance, it indicates that the student is not here to go to school and he/she may be dismissed from school. (See ATTENDANCE- CLASS CREDIT)

## Procedures

### *Daily:*

- Record will be taken in each classroom at the beginning of each school day **and the beginning of each period.**
- Names of students tardy or absent will be entered into the computer after the start of the school class period.
- The school secretary will attempt to contact parents of students who are absent.
- The expectation is that parents/guardians would notify the school of an unexpected tardy or absence before 9:00am. Such notification does NOT serve as a valid excuse unless the written excuse guidelines are followed.

**Tardiness:** Students arriving after the beginning of the school day must have a note explaining the reason for the tardiness, signed and dated by the parent. Tardiness will be considered unexcused until they are justified **in writing** by the parent. **Three tardies equal an absence.** Tardies will be given (except those excused by teacher) excused for arriving at class up to 15 minutes after the starting time of a class regardless of the length of a class. After that limit the school may impose an absence for attendance. If a teacher is not present at the beginning of the class, students should contact the administrative office for further instruction; otherwise, if they leave without permission, they will receive an absence.

**Absences** will be given for missed classes, assembly, chapel, or outreach activities.

(Unexcused absences will be given for missing community service days). Missing commitments that are considered excused absences include \*documented illness \* limited family emergencies \* family death \* medical, legal, or health related appointments \* college visits for seniors \* deployment of a military parent \* suspensions (the school retains the right in the case of suspensions to adjust and penalize school work assigned during suspension) \* as a result of limited extenuating circumstances as approved **in advance** by the school.

Excused absences or tardies are only recorded as such when:

- The excuse falls under valid excuses as outlined elsewhere
- There is a written, signed, and dated note from the parent/guardian that is accepted by the school as legitimate. A health care provider may also provide an excused absence. Excuses are to be turned into the office – not the teacher.
- **Emails, texts, and/or phone calls from the parent/guardian, while helpful, do not constitute a legitimate excuse.**
- **Such excuses should be provide at minimum within a reasonable period of time as determined by the school.**

**Students and parents may pre-arrange an absence.** This must always be done when the parent knows ahead of time that the student will be absent for a family trip, doctor appointment, etc... An absence request form must be filled out and all teachers must sign it prior to the requested absence and submitted to the office. The request will then be taken to staff for approval. Class work must be completed before the student leaves on the requested absence.

## **Perfect Attendance**

Attendance can be checked on the Jupiter by parent and student. Jupiter will generate an attendance email each day to parents.

**At the Semester:** Perfect attendance means that a student has no excused or unexcused absences during the semester other than those caused by going on school touring appointments or school field trips. Students with perfect attendance will be recognized.

## **Illness**

Parents should call the office to report students who are sick. If the student is sick for longer than three days, a doctor's note is required upon return to school.

## **Doctor Appointments**

Routine medical care is to be done outside of school hours. Only emergency appointments should be done during the school day. Please plan wisely.

## **Attendance Grades**

Attendance grades are given **each quarter**. Missing two classes constitutes a half day absence. Missing more than two classes constitutes a full-day absence. They are based on the following scale (3 tardy points are equivalent to 1 absence point):

- A     0-1 unexcused absence or equivalent tardy points
  
- B     2 unexcused absences or equivalent tardy points
  
- C     3 unexcused absences or equivalent tardy points
  
- D     4 unexcused absences or equivalent tardy points
  
- F     5 unexcused absences or equivalent tardy points

A student with an attendance grade of less than a C will not be eligible for a school office. A student will lose an office if he or she reaches a D grade within a quarter.

## **Attendance –Class Credit**

*If a student misses more than 15% of the class periods of a particular subject in a semester, whether excused or unexcused (either actual absences or cumulative tardiness resulting in an absence), they may forfeit credit for the course and/or be put on academic probation. Any make up work or other terms is subject to the satisfaction of the teacher and relevant school committees that oversee curriculum and credits. **It is the student and parent/guardian obligation to monitor absences via Jupiter. The school will not automatically send out warning notes when a student approaches 15%. For estimation purposes only, once a student misses 6-7 classes for a normal single schedule, they will have most likely exceeded the 15%. Do NOT wait until that point to take action. Please be proactive and contact the office if you need clarification.***

When the student has missed/accumulated five **(5) days** of **unexcused absences** during a semester, a notice will be sent to the parents via Jupiter. In addition, at eight **(8) days** of **missed/accumulated unexcused absences** the appropriate school committee and conference may be called, at the discretion of the school. Consideration may be given in regards to a contract/academic probation to help the student improve their school attendance. **By STATE LAW, once a student has accumulated 10 days of unexcused absences at any time in a school year, the legal authorities overseeing truancy will be contacted.**

## **Tardy Slips**

If a teacher detains a student after class or causes a student to be late to his/her next class, a tardy slip must be filled out to excuse the tardy. The student is responsible to ask for the slip and to take it to the teacher whose class he/she is late for.

# ACADEMIC POLICIES

## **ABSENCES and CLASSWORK**

It is the student's responsibility to make arrangements with their teacher. Students have the number of excused absence days to make up all the work, quizzes, tests and/or projects. When a student is absent (excused or unexcused), a zero (0) will be entered into the grade book for any work that was to be collected that day or quiz, test or project that was missed that day until the work is made up.

## **MAKEUP WORK-EXCUSED ABSENCE**

When a student has excused absences due to illness, and family emergencies, he/she will have the same number of days to make up the work. When students have a prearranged excused absence for school appointments and trips, or mission trips, they must arrange with their teachers to do their assignments ahead of time unless otherwise specified by the teacher. The paperwork to arrange for these trips needs to be picked up at the office.

Parents are encouraged to plan vacation time when school is not in session.

## **MAKEUP WORK & UNEXCUSED ABSENCES**

**Projects:** A project not turned in when it is due because of an unexcused absence can only receive 50%. Arrangements must be made with the instructor, the day the student returns to school, to make up the project.

**Tests:** A test not taken during the class period it was given due to an unexcused absence can only receive a 50% Arrangements must be made with the instructor, the day the student returns to school, to make up the test.

## **CLASS LOAD**

Seven credits of study constitute a full scholastic program. Class loads of over 8 credits are considered an overload. Any student desiring to take an overload must receive approval from the Academic Standards Committee. All overload programs may be subject to additional tuition charges. All correspondence work will be considered as part of the student's load. The minimum class load for each student must be equal to two core content credits per semester.

## **ADDING OR DROPPING CLASSES**

A program of studies carefully worked out at the time of registration should require very little change after the start of the school year. Any changes in class schedule (including dropping or adding classes) require prior teacher and registrar approval. Students have the first week of the semester to add or drop a core or elective class without a grade notation being entered on the transcript.

If a student drops a class after this deadline but up to 4 1/2 weeks into the semester for a core or elective class he/she will receive a grade of WP (withdrawal passing) if he/she is currently passing the class. If he/she is currently failing the class, the student will receive a WF (withdrawal failing) grade on his/her transcript

If a student drops a class after the above deadlines, the student will automatically receive a WF grade on his/her transcript and there will be a \$25 fee payable before the student can drop a class. WF grades apply toward the next quarter regarding academic status and touring/varsity eligibility. Adding or dropping classes **originally initiated by the teacher/school** in cooperation with the student and parent/guardian in order assist students with documented learning difficulties (not simply motivational issues) in a particular subject area will not be listed as a WF.

## **AUDITING CLASSES**

A student may wish to audit a class; however, he/she must request this through the Academic Standard Committee before entering the class. Audited classes are subject to available space and are non-graded.

## **INDEPENDENT STUDY**

A student may wish to take a class through independent study if the course conflicts with other needed classes; however, he/she must request this through the Academic Standard Committee before entering the class. When the student does alternative assignments while taking independent study, the grade given for noted on the official transcript will be a pass or fail. The grade given for a course taken through independent study where the student does the same homework, assignments, projects, tests, etc... will be noted on the official transcripts as whatever letter the student earned.

## **COLLEGE CREDITS**

It is possible for SVA students to earn college course credits while attending our school. Depending on each college's policy as to what college credits they accept from high school, how many credits (one to three) they grant, the AP subject test the student takes and the score (4 or 5) the student receives on the AP test, college credit can be earned by taking AP tests.

According to Southwestern Union Code, students desiring to attend a college and receive credit at the academy level may be considered by attendance at a regionally-accredited Seventh-day Adventist institution of higher learning in the United State of America.

## **CORRESPONDENCE and ONLINE WORK**

Sandia View Academy accepts correspondence credit earned from an accredited correspondence school. Credits earned from unapproved or unaccredited correspondence schools may be recorded as (passing) and will



not be considered in the GPA. Approval of such work and any exceptions to policy must be approved by the Academic Standards Committee.

While enrolled at SVA, a student may take up to five units of correspondence and/or online work. However, current students may not take correspondence and/or online work in lieu of courses offered at Sandia View Academy unless they have failed a course and the schedule for retaking the course conflicts with other needed classes. Incoming students taking required classes through a correspondence school or online must have the work completed by the end of the first semester, or the student will be required to enroll in the academy class second semester. Students who have failed a course may take it by correspondence at any time to complete the requirement.

Seniors enrolled in correspondence and/or online courses must have all work completed with the transcript of grades received by the registrar's office no later than May 15. Exceptions to this policy must be approved by the Academic Standards Committee.

### **ACCELERATED COURSE OF STUDY**

Four years are normally required for graduation, which means that each student is expected to spend the full four years in high school. Attendance at summer schools or carrying more than a normal class load during the regular school year will not usually enable a student to graduate earlier. All such extra attendance or extra study should be regarded as enrichment of the pupil's educational opportunities rather than a means of leaving school earlier. In exceptional cases, a student may be accelerated upon meeting the following conditions:

1. A program for acceleration should be planned as early as the close of the student's first year and not later than the end of the first semester of the sophomore year.

2. The student's request and complete curriculum must have the voted approval of the faculty and the written approval from the conference superintendent of schools and made a matter of record at the time the program is initiated.
3. The student must meet all the college prep requirements for graduation, including four units of religion. (A student transferring from a high school at the end of the freshman year must meet all requirements for graduation, including four units of religion).
4. The student who wishes to follow the accelerated program must be in attendance in the school program at least one semester prior to entering the accelerated program.
5. Before approval may be given for acceleration and after approval has been granted, the student must have and maintain a cumulative grade point average of 3.5.
6. The student must have achieved a score at the 90<sup>th</sup> percentile in all areas of the Southwestern Union Conference adopted standardized achievement test.
7. Consideration is given as to whether the student shows the following characteristics:
  - Develops and expresses ideas logically and fluently.
  - Is intellectually curious and mentally alert.
  - Assumes responsibility.
  - Possesses the drive and ability to work independently.
  - Is physically energetic and vigorous.
  - Shows adequate social adjustment as demonstrated by emotional stability, self-control and good citizenship.

## **Procedure to Initiate Accelerated Studies**

Written application must be submitted by the student with accompanying written parental permission. The request will be acted upon by the Academic Standards Committee. All correspondence shall be made a matter of permanent record at the school.

## **WEEKLY ELIGIBILITY CHECKS**

To ensure students receive the academic assistance needed, grades are checked through the office at the beginning of each week and an eligibility list posted. Eligibility may encompass academics, behavior, and attendance. Eligible students may participate and play in varsity sporting events and attend other school sponsored trips as determined by the staff committee subject to guidelines.

In addition, freshmen (9<sup>th</sup> grade) and sophomore (10<sup>th</sup> grade) students who are ineligible are required to receive two (2) total hours of tutoring that week for the classes in which they have D's or F's and turn in a completed grade check form to the office by the weekly deadline. 11<sup>th</sup> and 12<sup>th</sup> grade students should make individual appointments to improve their grades with the teacher(s) in any subject area below a "C" grade. But, tutoring is not required.

Eligibility is defined as having met the following requirements:

- Has a current cumulative GPA of 2.0 or better
- Past Quarter GPA was a 2.0 or better
- Grades in all current classes have no "F's" and no more than one (1) "D" in any subject area
- Grade check sheets were turned in on time (if applicable)
- Attendance grade is a "C" or above and the student is meeting the expectations for any attendance contract (contracts are reviewed and adjusted as needed by SVA staff as a committee)

- Has a citizenship grade of “C” or above and is meeting the expectations for any behavior contract (contracts are reviewed and adjusted as needed by SVA staff as a committee)
- Work hours are within a current acceptable range as determined by the SVA office

### **ACADEMIC DISTINCTION**

Student is placed on the when he/she has maintained a G.P.A of

- Honor roll - G.P.A of 3.00 to 3.4999.
- High Honor Roll- G.P.A of 3.50 to 3.749.
- Principal’s List - G. P. A. of 3.75 and above.

### **ACADEMIC PROBATION**

A student with a current and/or cumulative GPA less than 2.00 or with a failing grade in any required course for graduation will be placed on ACADEMIC PROBATION for the following quarter. The current GPA is for the most recent quarter completed; the cumulative GPA is for all previous secondary work completed. Academic probation will disqualify a student from holding all school offices and participating in touring or varsity groups. The student’s overall program will be reviewed by the Academic Standards Committee. When the student’s current GPA becomes 2.00 or better, the student is removed from academic probation. Students on academic probation at the semester are limited to 3.0 credits per semester.

### **CLASS STANDING**

**Freshman:** Student who has completed the eighth grade and who is registered for at least 5.5 credits.

**Sophomore:** Student who has earned 5.5 credits

**Junior:** Student who has earned 12 credits

**Senior:** Student who has earned 19 credits at the beginning of the school year\*

\*In order to maintain the classification of Senior, the student must be registered second semester for enough units to graduate from Sandia View Academy. All correspondence and/or incomplete work must be completed by the beginning of the second semester.

## **GRADE REPORTS**

A progress report is issued every 6 weeks, followed by a report card every nine weeks. This will assist both students and parents to follow their academic progress.

Parent-student -teacher conferences are held at the end of each quarter during the school year. This allows parents and teachers the opportunity to discuss the progress of the student and to be able to address the needs and expectations of all involved.

Conferences between parents and teachers may take place at any time a question or need arises. Parents need only to set up an appointment with the teacher of their child.

**Online Grade Reporting** – Jupiter is an internet-based reporting program where parents and students can access information about the school's schedule and their student's class work. Teachers will have the grades posted throughout the school year so that parents will have a periodic update. Class homework assignments will be posted for students to access when they are absent. Students will need to check with each classroom teacher for in class work they might have missed when absent. It is the student's responsibility to keep track of their assignments and work not turned in.

Teachers' lesson plan and homework are also posted to enable student to keep current with their assignments.

## **CREDIT RECOVERY**

Due to scheduling difficulties and the large amount of help and resources students receive and have access to during the school year, any student who fails a course at the end of a semester must take that course (recover that credit) at their own expense online, via correspondence, or during a summer school session before returning for the next school year.

## **STUDENT RECORDS**

As required by the Amended Family Educational Rights and Privacy Act of 1974, Sandia View Academy hereby gives public notice to all parents of students in attendance that it is its policy that:

A cumulative folder is kept for every student in the school office. This is required by the Southwestern Union Conference of Seventh-day Adventists Department of Education. This folder will contain photographs, achievement forms, documents, and any other pertinent and relevant information such as, but not limited to:

- Academic records.
- Personal information records.
- Disciplinary records.
- Attendance records.
- Health records.
- Progress records.
- Standardized testing records.

This information will be transferred directly to another school at the direct request of that school's assigned registrar when the student's account with Sandia View Academy is paid in full.

The information contained in this cumulative folder is confidential. Access to the information in this folder and/or any educational records held by the school is limited to:

- Parents of students under 18.
- Parents of students over 18, if such student is a dependent as defined in Internal Revenue Service Code.
- Students over the age of 18.
- Sandia View Academy school officials who have a legitimate educational interest.

- State and local officials to whom the reporting of this information is required.
- Certain testing organizations.
- Accrediting organizations.
- Appropriate persons in connection with an emergency.
- Pursuant to a subpoena or court order.
- Any person with written consent of the parent of students under 18 or the student over 18.
- A school in which a student seeks or intends to enroll.

Copies of information will be made available to the persons indicated above at a cost of 25 cents per page. Explanations or interpretations of student records are also available upon reasonable advance notice. Right is provided to challenge the contents of records. If records, however, contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question. A reasonable amount of time (normally at minimum least one (1) full business day and up to 45 days per the U.S. Department of Education) should be allowed for preparation of said records by the school.

Sandia View Academy policy also requires that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and non-essential or irrelevant material is deleted.

Student information may be released without prior consent unless the parent or student informs the principal otherwise within a reasonable period of time. Directory information includes:

- Student name, address, and telephone number.
- Date and place of birth.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Dates of attendance.
- Degrees and awards received.
- Most recent previous educational institution attended.

Parents, guardians, or students desiring to see their records or to be hand delivered a copy of their records in the office shall allow staff a reasonable

amount of time (at minimum 24 non-weekend hours to assemble and prepare such). Furthermore, depending upon the documents requested, all financial obligations may be required to be clear and paid in full.

Any questions regarding educational records are to be directed to the office assistant/registrar or administration.

### **WITHDRAWAL FROM SCHOOL**

Students who withdraw from school during the year must obtain their withdrawal slip from the administration and follow the procedure as indicated.

### **TRANSCRIPT POLICY**

We are not adequately able to complete the process of registration and to plan a program which will successfully lead to graduation without a transcript from the school or schools previously attended. Students may start school on a provisional basis until records are received from the previous school(s). However, a transcript from the previous school is required prior to receiving full student status.

Upon graduation from Sandia View Academy, one official transcript will be issued at no charge to one college of your choice. Any additional transcripts will cost \$15 each.

No transcripts will be forwarded/delivered to another school, student, or parent/guardian until all school accounts are paid in full. Senior students may also be denied the right to participate in graduation activities or receive a diploma.

Contractual Agreement - Parents who register their students in Sandia View Academy have entered into a contractual agreement with the school. School records will not be released until all financial obligations have been met.



# **STUDENT LIFE**

## **OUTREACH AND RELIGIOUS ACTIVITIES**

“True education is missionary training. Every son and daughter of God is called to the service of God and our fellow men; and to fit us for this service should be the object of our education.” Ellen G. White, *Ministry of Healing*, page 395.

With these words in mind, Sandia View Academy puts special emphasis on a personal relationship with God and makes provision for its students to participate in activities which nurture spiritual growth.

Special spiritual emphasis times are held throughout the year featuring guest speakers. Outreach days are built into the curriculum and students are given choices of community service projects in which to participate. Students may also choose to go on periodic mission trips.

Our music and drama groups tour local churches and schools.

## **SABBATH OBSERVANCE**

In harmony with the principles of the Bible, Sandia View Academy observes the seventh day of the week as the Sabbath. This day is observed from sundown Friday until sundown Saturday. Activities held during these hours will be of a spiritual nature.

## **PUBLICATIONS**

The *Sandian*, the school yearbook, is published during May of each school year preserving an annual record of the academy, its staff, students and activities. Each current student and staff will receive a copy upon publication.

Publications provide an important training opportunity for students who wish to develop journalistic and related skills. The cost of all publications is included in the entrance fee or is raised by the publication staff. All items published must have sponsor approval. Students are not permitted to produce their own publications.

## **BANQUETS**

There are school-sponsored banquets each year to which attendance is not required. There is no additional charge for students and staff members for these banquets, SVA students who would like to invite non-SVA students to school-sponsored banquets must complete and turn in a Banquet Guest Permission Form prior to the set deadline. A nominal charge will be assessed for approved visitors who are invited to attend by a student.

The practice of buying fancy dresses, renting tuxedos and buying gifts is unnecessary but the occasions are such that students are requested to dress up rather than wear casual or school clothing. Dress codes will be in place as determined by the appropriate staff committee.

## **ORGANIZATIONS**

**Student Association (SA)** - All students, by enrolling at Sandia View Academy, automatically become members of SA. The association organizes such activities as Spirit Week, Winter Banquet, Spring Banquet and Spring Picnic. This organization is governed by a constitution, elected officers and faculty sponsorship. Student Association is comprised of a Student Council (Elected SA Executive Officers) and a Student Senate (Class VPs and elected senators from each class).

**Student Senate** - The goal of the Student Senate is to give all students a voice in which student activities are held and how they are to be run. Also the Student Senate is designed to allow students to identify and provide solutions for various problems around campus. All students are invited to attend Senate meetings. General meeting agenda items involve planning for upcoming SA events. Any requests, suggestions or concerns are to be brought in writing to a Senate meeting for consideration and discussion.

**Clubs-** Freshman, sophomore, junior and senior classes organize at designated times during the school year. These classes meet periodically to plan various projects and activities and to conduct class business. Registering as a student at Sandia View Academy automatically enrolls you as a member

of one of these classes, depending on the amount of high school credits earned by beginning of the school year.

Membership in all other clubs is voluntary. Students are encouraged to get involved in our co-curricular offerings. Students who would like to start a school-sponsored club must present their club idea at a weekly faculty meeting for approval. All clubs must be sponsored by an SVA staff member.

**Elections** – It is an honor and a privilege to hold an elected office. Certain minimum requirements must be met in order to qualify and maintain an office.

Office eligibility: Candidates for any office must be approved by the staff on the basis of GPA, citizenship, and attendance.

**To qualify for a major office**, (SA officers, class presidents, Yearbook editor, and all vice-presidents) a student must meet the following requirements:

- have a 3.00 GPA or above for the preceding semester; and maintain a C or better average at the semester.
- have a C or better attendance record for the preceding semester.
- have good standing in citizenship for the preceding nine weeks. (Anyone who has received major discipline during the preceding or current semester is ineligible to hold office during that year.)
- hold no other major office and not more than one minor office.

**To qualify for any minor office** (pastor, treasurer, secretary, and sergeant-at-arms of all classes), a student must meet the following requirements:

- have a 2.00 GPA or above for the preceding nine weeks and maintain passing grades at the semester.
- have a C or better attendance record for the preceding nine weeks.
- have good standing in citizenship for the preceding nine weeks. (Anyone who has received major discipline during the preceding or current semester is not eligible to hold office during that year.)
- hold no more than two minor offices.

## **NATIONAL HONOR SOCIETY**

Membership in the Sandia View Academy Chapter of the National Honor Society is one of the highest honors that can be awarded to a high school student. The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership and to develop character in the students at Sandia View Academy.

Four ideals are the basis of a student's selection into the National Honor Society. No student is inducted simply because of a high academic average. Membership is a privilege and not a right. The National Honor Society strives to recognize the total student: one who excels in all four of the following areas.

**Scholarship** – maintains at least a 3.25 cumulative grade point average.

**Leadership** – is an officer of a school organization and/or community organization, effectively participates in co-curricular activities, delegates responsibility, is responsible, is willing to uphold scholarship, maintains a loyal school attitude.

**Service** – acts on behalf of others without any direct financial or material compensation to the individual performing the service, makes contributions to the school, classmates, and community, possesses a positive attitude toward service.

**Character** – the Faculty Council considers character eligibility. All judgments in these criteria shall be free of speculation and rumor. The student should take criticism willingly and accept recommendations graciously. They should constantly exemplify desirable qualities of behavior, uphold the principles of morality, dress and ethics and demonstrate the highest standards of honesty and reliability.

The process for determining whether or not a student is accepted into the society is as follows:

1. All students pursuing an Academic Diploma with at least a 3.50 GPA are notified and given an information form to complete and return to the NHS sponsor.
2. The NHS Faculty Council, consisting of full-time staff, evaluates the names against the criteria of leadership, service and character. The recommendations of this council are accepted into the program.

An annual induction ceremony is held each spring for new members. Continued membership is contingent on maintaining the standards of the organization and regular participation in the NHS activities.

## **SCHOOL LETTER**

Students will be able to earn a school letter by achieving points in the areas of scholastics, attendance, leadership, sports, and service. When a student has earned 150 points, he/she will be awarded a school letter at the awards ceremony at the end of the year. For each additional 50 points earned, the student will receive a pin to put on their letter.

## **TOURING GROUPS AND VARSITY TEAMS**

Membership in touring groups (special groups formed for the purpose of touring) and varsity teams is a privilege and requires extra time and effort. Eligibility is determined as outlined in the Weekly Eligibility portion of this handbook and as follows under the General Athletic Policy and Participation.

## **GENERAL ATHLETIC POLICY**

- All students are eligible to participate in varsity sports at the start of a school year as long as they have been cleared to play (i.e. physicals etc.) Students admitted on probationary terms either academic or behavior will be subject to staff committee decision.
- Eligibility and tutoring grade checks will begin no later than the third (3<sup>rd</sup>) week of the start of the school year.

- New Students (not intended to include returning students after a break in attendance) to SVA will be eligible at the beginning of the school year or upon entrance for their first two (2) eligibility checks without restrictions.
- No student will be eligible to participate in any varsity sport if they have more than one (1) D listed on their most recent eligibility grade report. No student with any F's at eligibility check is eligible to participate.
- Students not eligible will however, be eligible to participate in practice at coach discretion.
- Players failing to attend practice(s) or exhibiting discipline or attitude issues detrimental to the team or school (regardless of meeting other eligibility requirements) may be held out from a game or given limited and/or no actual game time at coach or school discretion.
- Players not eligible for any reason may be excluded from sitting on the game "bench" at coach discretion.
- Player discipline/behavioral issues. The staff committee reserves the right to determine the consequences of such issue as outlined elsewhere in the handbook.
- Upon a player's 5th ineligible grading period (thus 4 ineligible grading checks are the maximum permissible - consecutive or non-consecutive) during any particular varsity season such player will be dropped from the team and in turn will not be eligible to participate in the regular season, travel, or participate in "tournaments" or other events of a similar nature for that particular varsity sport.
- Students (players or non-players) that would not be/are not eligible to attend "tournaments" or other events of a similar nature that require travel and overnight stays due to eligibility requirements will be categorized as unexcused absences and subject to requirements as outlined in the handbook if they choose to attend. Furthermore, such students are not to travel with the team or expect to have housing with teams attending the tournament. The school assumes NO liability for student falling under this guideline and such students are to be supervised by a parent(s) or guardian(s).

## **SPORTS POLICY, FEES, AND ATHLETIC PARTICIPATION FORM**

- SVA gymnastics may only involve SVA students and Sister Adventist feeder schools (due to insurance concerns). Feeder school students will be charged \$25.00 per participant per quarter to join (payable to SVA). Additional charges may be incurred for uniforms or other items etc. No academic credit will be given to feeder school students unless they are enrolled at SVA on a pro-rata full tuition basis. However, all participants (SVA and non SVA) are required to fundraise in order to cover all team expenses that exceed income from the fees charged.
- Varsity sports (such as but not limited to basketball, soccer, and volleyball) will be charged \$25 per participate (SVA and Adventist feeder school students included) for the league season. Other fees may be incurred for uniforms and other items etc. All participants are required to fundraise in order to cover all of their specific team expenses that exceed income from the fees charged. No credit is to be given to non-SVA participants unless they are enrolled at SVA on a full tuition pro-rata basis. There are no refunds of fees or monies raised once a student is considered a member of a team if they are dropped either voluntarily or involuntarily.
- SVA students are given priority in terms of any limits on the number of players for any sports program, league or non-league, as determined by either the league and/or the SVA athletic department director in cooperation with school administration.
- Please see the Non-SVA Athletic Participation Form for instances in which a non-SVA and non-Adventist Feeder school student(s) desires to participate in an SVA varsity sports team. Adequate insurance coverage as determined by the school and the Texico Conference of Seventh-day Adventist must be verified and in place for any participant covered under this form.

- If there are not enough SVA and non-SVA Adventist feeder school students to form a varsity team, then consideration may be given to forming a single team with another school. The rules for adequate insurance, fees, and other requirements will be determined at that time. SVA and the Texico Conference of Seventh-day Adventist will determine suitability on a case-by-case basis.

**Transportation:** See “Vehicle On Campus” policy.

**Attendance:** Students must attend school for the full day or have a prearranged absence in order to play a game that evening.

### **TRIPS**

The requirements for OFF-CAMPUS TRIPS that are not financed by the registration fees are:

#### ***Finances:***

- All students participating in these trips must have a current account balance (most recent statement paid or arrangements made to pay).
- Students receiving scholarships or worthy student funds may participate only when funds are raised by the group or outside parent funding to cover expenses when trip expenses are over \$100. (Any additional monies available from parents/guardians of scholarship students should be placed on account to offset need from scholarship funds.).

**NOTE:** The maximum amount that students receiving tuition assistance can pay for a trip is \$150.

- Be current on their work hours

#### ***Academics:***

- Student must have a grade point average of 2.00 or above with no failing grades the previous quarter and have no missing work in order to participate in a school-sponsored off-campus trip.
- There are trips that will require students to miss some school days. Teachers will post the required work that will be missed on those trips



two weeks in advance of the trip to ensure students have time to complete the work and get assistance with said work. All work must be completed to the teacher's specifications and signed off for the days missed before leaving.

***Behavior:***

- Student must have a history of a satisfactory behavior and cooperation.
- While involved in any school function or trip the on-campus school policies still apply, such as telephone, electronics and dress code.

**ATHLETICS**

Sandia View Academy is a member of the Albuquerque Charter School League providing an interscholastic sports program for students throughout the school year. All students with a minimum of a 2.0 cumulative GPA and no F's on their transcripts are encouraged to try out for and participate in our varsity sports. In order to participate, students must have passed an annual physical sports examination. Announcements for Fall, Winter and Spring varsity team tryouts are posted on Jupiter, emailed out to students and parents and posted on flyers around the school. See TOURING GROUPS AND VARSITY TEAM section for eligibility requirements.

Sports provided throughout the year may include gymnastics, volleyball, basketball, and soccer. Good sportsmanship is expected from all participants. Inappropriate language and trash talking will not be tolerated.

**STUDENT KNIGHT CODE OF CONDUCT**

By registering at Sandia View Academy, the student and his/her parents or guardians agree to comply with the rules and regulations as published by the school. All regulations voted by the faculty /SVA Board and announced to the student body have the same force as those published in this bulletin.

**POSITIVE LEARNING ENVIRONMENT** - To promote and maintain a positive learning environment for students and staff, SVA strives to fairly and consistently apply and enforce the rules, regulations and policies adopted by the SVA school board and administration. The objective is to teach students to become self-disciplined by accepting the responsibility and logical consequences of their actions.

## **EXPECTATIONS**

Sandia View Academy expects that students will understand that rules are related to problems affecting health, safety and the general welfare of people.

Only those who choose to live in harmony with the following standards of Sandia View Academy should apply for admission. These guidelines have been established so that students, faculty, teachers and others may enjoy a safe and well-ordered campus environment. Adherence to these principles is required by all students desiring an education at Sandia View Academy. All school regulations apply to any school-sponsored activities.

Wherever you go after you become identified with a school, you carry its name with you. People judge you not only by your own name and reputation but by the name and reputation of your school. Students are expected to exemplify positive citizenship and general Christian standards both on and off campus. This holds true seven days a week. A failure to do so may result in the discipline code being invoked regardless of location or time.

Each student is expected to

- follow all the rules, regulations and policies of the school,
- follow instructions first time given with a good attitude;
- respect the feelings and property of fellow students;
- conduct their relationship with the opposite gender in a dignified and wholesome manner. A hands-off policy will be enforced.
- confine eating to the designated areas and times for health and safety reasons.
- not sell anything without permission from the faculty.

- Leave inappropriate items at home. Inappropriate items will be confiscated.

## **LOCKERS**

Student lockers are the property of the school. Lockers and the contents of such are subject to search and seizure when SVA Administration deems it necessary. It is expected students will only display items in their locker that are in union with the aims and goals of Christianity.

## **CITIZENSHIP**

Every organization or institution is interested in attracting, enrolling, and training good citizens. Citizenship at Sandia View Academy is a reflection of a student's overall behavior. This includes, but is not limited to, dress, respectfulness, attendance and classroom demeanor. Being a student in Good Standing is defined as having no less than a citizenship grade of a C. Probationary Citizenship Standing is defined as having less than a citizenship grade of a C. Violations will result in deductions of points based on infractions. Discipline beyond deduction of points may also occur.

Demerits are given to a student when they do not follow the Sandia View Academy Student Code of Conduct.

## Overview

- 100 points will be allocated to each student per semester.
- The citizenship grade is based on the points remaining after any deductions due to violations and will be on the same grade scale as academic grades.

100 - 90 A

89 - 80 B

79 - 70 C

69 - 60 D

## Categories of Infractions

- Minor Infractions
  1. Deduction of 1 – 3 points
  2. Repeated minor infractions may escalate to a Major Infraction

Examples:

Dress Code violations

Tardies

Unexcused Absences (after arrival on campus)

- Major Infractions
  1. Deduction of 5 – 40 points
  2. Illegal acts may result in a police report
  3. May also result in Administrative Committee meetings

Examples:

5 – 20 points

Disrespect

Cheating (plus a zero on test or assignment)

Bullying

10 – 40 points

Insubordination/Defiance

Stealing

Profane or indecent language

Fighting (15 pt mandatory)

Criminal activity (suspension)

40+ points

Drug or alcohol possession (suspension)

Weapons (suspension)

Sexual activity in any shape, form or fashion

When a student is involved in an incident which requires discipline, the student will be asked to fill out a Personal Responsibility Plan (PRP) for the appropriate committee.

### **General Conduct**

In addition, engaging in any of the following practices will result in disciplinary action and consequences given by the Administrative Committee:

- Involvement with the occult or possession of devices, books, or magazines relating to the occult.
- Undermining the religious ideals of Sandia View Academy.
- Displaying a detrimental influence or spirit which is not in harmony with the standards or philosophy of the school.
- An uncooperative or negative attitude displayed by the student or parent(s) regarding school rules and principles.
- Leaving campus without proper permissions or staying in an unauthorized setting.

## **OFFICE VISITS**

Students sent to the Office for discipline purposes will have written documentation to complete before they are allowed to return to class. Visits to the Office are recorded and the information reviewed, as necessary.

## **SUSPENSION/DISMISSAL/PROBATION**

Students who have been suspended are required to go home and may not return to campus or any off campus school sponsored activity during their suspension or expulsion. Parents are responsible to pick up their student when he/she is suspended. Suspended students upon approved return to school may be subject to probation and/or under a behavioral contract.

Students under a suspension/expulsion recommendation are not to be on school grounds at any time including weekends or evening activities unless accompanied by a parent/guardian with the sole purpose of picking up necessary things or to attend an appeals hearing approved by administration.

Students formally expelled from school are not to be on school grounds at any time including weekends and school sponsored evening activities including through the last graduation ceremony. Students may choose to withdraw from school prior to a full suspension/expulsion appeal to the Board of Directors. If this choice is made, school records will not reflect the discipline proposed.

If a student is dismissed, he/she must make a request through the Administration Committee (Administrative Committee) to come back on campus to visit during the course of that school year.

Student will be on suspension during the appeals process in regards suspension/expulsion.

School assignments while a student is on suspension are subject to the non-excused, late work policy of the particular teacher(s) involved. If a suspension is appealed and overturned through school procedures, then work assigned is subject to the excused late-work policy of the teacher(s) involved.

Probationary status generally lasts for a semester or equivalent. Probation limits a person's activities and exposure to campus. Any offices and leadership positions and participation in tour/varsity groups held will be lost.

### **RIGHT TO APPEAL**

Parents and students have the right to appeal. Academic policies are generated through the Academic Standards Committee and approved by the staff. Administrative policies are generated through the Administrative Committee and approved by the staff.

A conference will be arranged with parents and administration should it be requested by the parents to gain understanding and/or ask questions about a decision or policy. In the case of a decision made by an individual teacher or staff person, the decision should be appealed in person first to the individual teacher or staff person and then to the principal. Policies or judgments rendered by committees may be appealed in writing to the chairman of the committee or to the committee as a whole. If a situation remains unresolved, the parent or guardian may appeal in writing to the SVA Board.

### **DATING/SOCIAL CONDUCT**

Sandia View Academy provides a variety of events to help our students learn social skills. Co-ed group activities are encouraged. Students who are dating are expected to conduct themselves in a Christian manner. The school has a "hands off" policy. The privilege of being together will be taken away if any inappropriate behavior occurs. Students are expected to be in the area of the supervised activity.

Students who are not currently enrolled are welcome to attend the activities open to the public provided they follow our school's guidelines. Attendance to other functions needs prior approval by the administration.

**Inappropriate behavior** includes the following:

- being alone together in an unsupervised area.
- suggestive language.
- obvious behavior such as kissing and other physically intimate behaviors.
- being in each other's "personal space" as determined by a staff member.

**Engagements** - Experience has shown that serious courtship which leads to engagement results in a student losing interest in many of the school activities. Therefore, students are not permitted to become engaged to be married during the school year.

## **GYM RULES**

Students are required to follow the gym rules as outlined below:

- Food and drink are not permitted in the gym during gym hours.
- PE uniforms are required to be worn by student for PE classes.
- Use of the gym outside of school hours must be requested. Use may incur a fee.
- Students are not allowed to be in the gym unless there is a teacher present.
- No gum chewing in the gym.

## **MUSIC POLICY**

As a Seventh-day Adventist educational institution that seeks to promote in its students a growing relationship with Jesus Christ, Sandia View Academy chooses to follow the principles stated in Philippians 4:8 in determining what music will be performed and listened to at school.



“..Whatever is true, noble, right, pure, lovely, admirable, excellent or praise worthy.” SVA students are not permitted to bring music or music devices to the school without permission by a staff member.

In general, music that is Christian and/or instrumental will be acceptable at SVA.

## **HARASSMENT POLICY**

General harassment is any verbal, nonverbal, and/or physical attention that is unwanted. Racial harassment is any verbal, nonverbal, and/or physical attention that is unwanted that is based on race, national origin, ancestry, or creed. **Sandia View Academy does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct (including LGBT), or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of SVA and the Seventh-day Adventist Church.** Sexual harassment includes, but is not exclusive to, verbal, nonverbal, and/or physical attention that is unwanted that has sexual connotations of any kind. All harassment causes feelings of hurt, embarrassment, helplessness and low self-worth.

No staff member or student may participate in or allow any act of harassment which degrades, injures or disgraces any student or staff member. Harassment includes jokes, intimidation, or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, physical or mental challenges.

Incidents of harassment are to be reported to the administration and will be treated seriously and with confidentiality as is appropriate.

## **DRUG ABUSE USE POLICY**

If a student has been discovered using an unhealthy chemical substance such as alcohol, tobacco, or other drugs, the following procedures will apply:

- Parents/guardians will be contacted.
- Officers will lose position.
- The student will be interviewed by the school administration to explore what such use represents, and to determine if the student chooses to cooperate and follow-through with the procedures outlined. Failure to cooperate with the administration or refusal to follow through with the outlined procedures will result in immediate dismissal from school.

If the student and his/her parents choose to cooperate with the administration and accept responsibility for the substance use behavior, it will be their responsibility to research, select, and follow through with the necessary steps outlined below. The student and his/her family are responsible for any expenses incurred in this process.

The student with his/her parents must make an appointment with a certified substance abuse counselor and receive a formal assessment to determine the extent of substance abuse involvement and potential treatment. Before the student may return to school:

- The administration must receive a written copy of the assessment, a signed copy of the treatment plan, and a release of information authorization from the counselor.
- After reviewing the assessment, the administration will contact the student in regard to whether he/she may return to school.

The recommendations of the professional counselor will be supported by the administration.

The student will be allowed to return to school as long as the treatment plan is followed and completed as agreed upon.

Further substance use by the student during or after the treatment phase indicates non-cooperation or lack of follow through with the agreed treatment plan and may result in dismissal from school.

Students who have been found with illegal drugs, alcohol, marijuana or its derivatives, tobacco or any form of such, other forms of substance abuse or who are present when drug or substance abuse takes place may be subjected to drug screening as deemed necessary by the school administration.

The school reserves the right to have drug testing done on any student (at the parents' expense) when there is just cause to suspect him/her of drug use. If the parent or the student refuses to have the drug testing done, the student will be automatically dismissed from school.

### **SUICIDE POLICY**

As a Christian school responsible for the care and welfare of each student, we realize that an attempted suicide is a very serious cry for help. Students who attempt suicide or lead people to think they are considering harming themselves will be required to undergo professional evaluation and treatment before they return to school. Students who attempt suicide may be dismissed for one semester or equivalent. These students may re-apply when a licensed psychiatrist approves in writing of their returning to school.

### **GRIEVANCE PROCEDURE**

Occasionally disagreements and/or misunderstandings may arise in any relationship. Given the size of our school, we encourage students to work out their issues, talking with the person they have a disagreement and/or misunderstanding with. If you have any questions concerning your child's progress at SVA, you are encouraged to go directly to whom you have a disagreement or misunderstanding. If the concern is with a classroom teacher, discuss your questions or concerns with the teacher personally.

If a student, parent or teacher feels dissatisfied with the outcome of those direct conversations, both parties should then follow these steps:

- In a spirit of love, talk with the person directly involved.
- Make an appointment to visit with the principal to discuss the details of the specific problem.
- Follow the steps recommended by the principal.
- If the problem continues, return to the principal with your concerns.
- Dealing only with the facts as you personally know them to be, you may write a letter to the principal which details the names, dates, and statements. This letter will be forwarded to the SVA Board.

The SVA Board, after reviewing the information available to it, will address the situation and respond to your concern.

### **CLOSED CAMPUS**

Sandia View Academy has a closed campus policy. Parents are always welcome to visit their student's classroom. We do request, however, that prior arrangements be made with the teacher of the classroom to be visited. Our doors are locked for safety reasons. Please check in with the Office for a visitor's badge before entering the hallway past the lobby.

Campus begins SVA campus includes the area between the main building and the Corrales church and extends to the end of the modular building. The SVE gym is only part of campus during lunch time when students are there to eat or are there for school-sponsored activities. This means that all of SVCS (including both playgrounds), Corrales Road, Academy Drive, Faculty Lane, the Conference office Veggie Lifestyles are off the school campus. The Corrales SDA Church is considered part of campus only for class and school-sponsored activities.

**STUDENT DRIVERS** -Students driving a vehicle to and from school must have approval through the office, submit a copy of their driver's license and a copy of the insurance card for the car or vehicle they will be driving and parking on our campus.

Students should only be at their cars, in the designated student parking area, for arriving and departing purposes. Once students arrive on campus in the

morning, they must sign in their keys into the office. Failure to adhere to this rule will result in the loss of privilege to park on school campus. Upon collecting your keys at the end of the school day signals that you are finished with their school day. At this point, they must leave campus and not return. While on campus, students must be in supervised areas at all times.

Unauthorized loitering in and around cars is subject to discipline. Vehicles cannot be loaned out for other students to drive. Any discipline levied by the administration as a result of improper use of a vehicle may revoke the privilege of using said vehicle on campus.

## **DRESS CODE**

Students are expected to demonstrate self-respect and respect for themselves and the school by properly wearing the SVA uniform. The SVA uniform is the only acceptable wear for students on campus. While on campus, students must wear the uniform at all times, including P.E., for which there will be a separate uniform. Students who disobey this policy will be asked to return home or make arrangements for other clothes before they will be allowed to return to class.

**Tops:** Only PLAIN polo shirts that are either white, maroon, navy blue or black may be worn in school.

**Bottoms:** Only tan and black pants or shorts, as well as blue or black denim jeans may be worn in school. It should go without saying that pants/shorts would be clean, free of tears, have seams and should be hemmed. All pants must be well-fitting in the crotch and waist. Skirts must go to the knee while standing erect with no slits other than the back or sides vent (meeting the middle finger length.) Pants/Shorts must have nothing hanging down beneath/under them. Spandex or leggings are NOT allowed to be worn as outerwear. Pajamas and slippers are not part of the approved SVA Dress Code.

**MODESTY** - No midriffs, boxers or underwear should be visible **at any time**. If in question, stand in front of a mirror and stretch your hands above your head. If any underwear or midriff shows, find other clothing. Necklines that reveal cleavage when standing or bending over may not be worn. To check to see if your skirts are long enough, stand up straight and place your hands by your side. If your skirt' length is beyond the tip of your middle finger, then they are acceptable.

Staff has the right to request that students change if there is a question if student clothing adheres to SVA Dress Code policy. Students who do not comply with the uniform policy will be sent to the office.

**ACCESSORIES** - Jewelry (Earrings, studs, rings, etc.) is not to be worn at school or any school functions. Unauthorized items may be confiscated and taken to the principal's office. New piercings are not an acceptable reason to wear studs.

**HAIR and MAKEUP-** Hair and makeup are not to be extreme in style or coloration.

**DRESS CODE COMPLIANCE** - Enforcement of the dress code will not be considered as to the "rightness or wrongness" of the item that is out of compliance, but will be considered as an attitude of willingness to cooperate with the policies of SVA. We have a standard of dress that has been adopted at SVA and needs to be consistently adhered to by the students and monitored by the staff. It is a part of every staff member's job description to make sure that the policies of the school are upheld.

Therefore, the following procedure has been adopted by the SVA School Board for diminishing the discrepancies which may be happening about the campus. When a student is recognized as being out of compliance with the dress code, the staff member who has become aware of this discrepancy will politely question the student about the deviation. The staff will then inform the student that they are out of compliance, and require that they correct the deviation.

## **P.E. UNIFORM**

**Tops:** The P.E. t-shirt must be purchased from the office, and is required for P.E.

**Bottoms:** Athletic shorts that meet SVA modesty requirements or athletic sweats must be worn during PE class. No spandex or leggings may be worn as outdoorwear.

All Clothing must be clean, neat, and in good repair.

## **BANQUETS**

**Banquet dress** must be clean, neat and modest. Dresses may not have low necklines or open backs. Spaghetti straps and strapless dresses are not to be worn; straps must pass the “three finger test” – they must be three finger widths wide. Alternately, wraps, sweaters, or jackets must be worn over bare shoulders, and must be worn for the duration of the banquet. Skirts must be approximately knee length. Jewelry may not be worn to banquets. Non-student banquet guests must also comply with the banquet dress rules.

# **STUDENT SERVICES**

## **BOOKS**

All textbooks are to be rented at the beginning of classes from the school bookstore. Any required workbooks are part of the entrance/book fee and will need to be picked up from the bookstore at the time of enrollment. Upon graduation or withdrawal, or when the class work is completed, students are to return all textbooks to the bookstore. No additional charge will be made if the books are kept in good condition and returned by the student who checked them out. If they are not returned or are returned in a damaged condition, or if a second copy of a book or workbook is needed during the year, a charge will be placed on the bill. Students will be charged for defacing a book with doodling, drawing or writing.

## **COMPUTER LAB**

The computer lab is available for student use during the day when supervision is available. The use of the computer lab is a privilege and students should keep in mind that they must follow posted regulations. No drink or food is allowed in the computer room.

## **GUIDANCE AND COUNSELING**

A guidance counselor provides individual and group counseling in these areas: academics, standardized testing, careers, college and personal issues.

Regular grade reports are updated and posted for all parents to view. Students and parents each have an account which they need to check frequently. When parents recognize a scholastic problem among their students, they are encouraged to work closely with the teacher and the guidance counselor. Tutoring may be arranged where needed.

Parents/guardians also receive copies of student scores on the ITED (Iowa Tests of Educational Development) administered to all students each fall. Scores on these tests, as well as the Nelson-Denny Reading Test, the ACT, PSAT, and SAT are interpreted to students in group and/or one-on-one counseling as needed.

Any staff may request testing for struggling students. The Academic Standards committee will evaluate the results to determine if the student's needs can be accommodated.

## **HEALTH AND SAFETY**

### **SEVERE WEATHER AND OTHER SCHOOL NEWS**

**Parents are notification** by phone and email is the primary method of communicating on weather alerts and other school related news and events.



In addition, for school closings due to severe weather conditions, an attempt will be made to give the following TV stations information concerning school closings: Channel 4, 7, and 13

Our decision whether or not to cancel classes will most often follow that made by the Rio Rancho School District. If at any time a parent feels that driving conditions are unsafe for their students, they may choose to keep them home and send written justification when the student returns to school. Late start days begin at 10:00 A.M. with an adjusted schedule. Half days start at regular start times and end at 12:50 P.M.

### **FIRE DRILLS**

Regular fire drills will be held each month. All students are expected to exit the building in an orderly fashion. They should proceed at least one hundred feet from the building and remain there until the signal is given to return. Students should acquaint themselves with the posted exit routes in the various buildings. It is a federal offense to pull a fire alarm without just cause.

### **ILLNESS**

Parents should call the office to report students who are sick. If the student is sick for longer than three days, a doctor's note should accompany them when they return back to school.

### **DOCTOR APPOINTMENTS**

Routine medical care is to be done outside of school hours. When possible, only emergency appointments should be done during the school day.

### **ACCIDENT AND INSURANCE**

Accidents and emergencies should be reported immediately to the administration. An accident insurance policy will take effect on the opening of

school, the cost of which is included in the entrance fee. This insurance is secondary to any that parents may have.

### **VEHICLE ON CAMPUS POLICY**

Students may commute to and from school with a car if it is properly registered with the administrative office. Students driving a vehicle to school must have approval through the office. A vehicle on school grounds is a privilege and not a right. Permission may be revoked at the discretion of the school.

All students who are 16 or older are eligible to request having a car/truck on campus. No vehicles are to be brought on campus **prior** to being processed through the Office. Individuals violating this may forfeit their opportunity to have a car on campus.

To register a car, a student should do the following:

- Submit a copy of their driver's license
- Submit a copy of the insurance card for the car or vehicle they will be driving and parking on our campus.
- Have an assigned a parking space. Cars are expected to be parked in the assigned spot.

In order for the student to be able to transport other SVA students to and from the academy, parent/guardian permissions must be in writing to the Office. At no time is a student to transport another student any distance in their vehicle without express parental permission given to the Office.

Transporting students not of the same household directly between two school activities is prohibited due to SDA insurance policies.

### **MEDICATIONS**

All prescription drugs and over-the-counter drugs must be checked in with the Office. Students should not have over-the-counter drugs in their

possession. No student is allowed to give any over-the-counter medication to another student. Authorization for staff to administer over-the-counter or prescription medication to a student must be signed by the parent/guardian. The school does not provide over-the counter drugs to students.

## **STUDENT HEALTH**

If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the student. If the parent/guardian is unable to pick the student up from school, the student will be removed away from the other students until arrangements have been made by the parent to pick the student up.

For a fever, we ask that you wait a complete 24 hours after the fever is gone before returning the student to school.

If your student is injured at school, first aid will be administered and an attempt will be made to contact at least one parent/guardian or the designated emergency contact for further instructions if the staff deems it is warranted. If a parent cannot be contacted by phone, the Corrales EMS will be called or the student will be transported to the nearest hospital emergency room.

## **LIBRARY**

The school offers students a library facility which is continually updated to offer the best in student literature and research resources. The library provides additional resources for class assignments. Students are allowed to check books out from the library and may take the materials home. If, however, a book or item borrowed from the library is lost or damaged, the student and parent/guardian are responsible for its replacement. There will be a fine for materials that are not returned on time.

## **LOST AND FOUND**

A lost and found department is located in the office lobby. Books which are found should be turned over to the Office. Any articles left unclaimed at the end of each semester will be disposed of.

## **SECURITY**

The buildings on campus are locked when not in use. Students are expected to stay out of locked buildings and unsupervised areas at all times. Students are not to unlock or prop any door open at any time.

## **PERSONAL PROPERTY**

While it is our desire to protect students and their property during their time at Sandia View Academy, the school cannot accept responsibility for lost or stolen goods.

## **SKATEBOARDS**

Due to insurance restrictions, skateboarding, rollerblading, or roller-skating is not allowed on campus.

## **ELECTRONIC POLICY**

### **DESIGNATED ELECTRONIC USE**

As Sandia View Academy maintains a culture of social accountability, the inappropriate use of electronic devices (i-pads, smart phones or other similar devices etc.) may result in disciplinary action. Individuals aware of misuse are expected to advise school staff of such misuse. Misuse consists of not complying with the following guidelines as well as the content one is viewing **including** inappropriate pictures, taking of pictures, calls, posting, commenting on social media, and texting etc.

### **SMART PHONE AND OTHER SIMILAR DEVICES**

Ear buds are required at all times for any device use that entails “noise” unless specific permission is given by a staff member

\*Permission is defined as limited to a specific limited period of time

- Such devices may be used prior to the first bell before the start of the first (1<sup>st</sup>) period of the day
- Such devices may be used after the bell for the last regularly schedule class of the day
- Such devices are not to be used between class periods
- Devices may be used during lunch
- Devices are not to be used in the restrooms
- Students signed in for work may listen to music *with* ear buds. Devices are *not* to be used for texting, phone calls, calculations, post or comment on social media, or videos etc. without the specific \*permission of a staff member
- Study hall or students remaining after their last period of the day – devices may only be used with the \*permission of a staff member
- Each teacher will have a “basket” near the entrance of their classroom. Students are expected to “deposit” their devices into the basket and pick them up on the way out of class after the end of the period bell rings
- Students will only be given \*permission to use “devices” in classrooms during regular class periods when such use is directly related to class instruction. No texting, phone calls, videos, posting on social media, or such communication is allowed at this time. AND no sharing of such devices among students
- Signing that they have read the handbook as well as instructions given by staff members means that there are no second warnings for failure to comply with the electronic policy. Upon the first violation, such device will be immediately confiscated and be picked up at the end of the day by the student. A second violation at anytime during the school year will result in parent(s) or guardian(s) being contacted. The school reserves the right to require the parent/guardian to retrieve the device. In addition, students may be required (due to failure to abide by school

policy) to drop off their device immediately upon arrival at school to then be picked up when they depart school at the end of the day..

- Sandia View Academy is not responsible or liable for damage, theft, inappropriate use, or the disappearance of such devices. Each student should take appropriate measures to protect and secure their devices.

## **COPIES**

The copier is for the use of SVA faculty. Students or others requesting personal copies will be charged current rates that can be found at the office. The school reserves the right to decline such request.

# **FINANCES**

## **FINANCIAL POLICIES**

It is the purpose of Sandia View Academy to keep the cost of Christian education as low as possible. In order to maintain a high quality of education for your student, it is necessary that tuition payments be kept current while your student is enrolled. The following statements outline general financial policies that are important to students, parents, and/or financial sponsors.

- The parent/guardian is responsible for the legal aspects of students accepted at Sandia View Academy regardless of the student's age. Such parental responsibilities include, but are not limited to, payment of the account, damage to property, etc.
- Policy as voted by the school board states that all account balances must be clear and paid in full in order for students to march and receive a diploma at graduation. Diplomas and grade transcripts will not be released for any student(s) until such has occurred. This includes student work hour deficits.
- The account for the previous school year must be settled before the student is permitted to enter for another school year.

- Registration fees, book fees, lab fees, 1st month's tuition and any other school-related fees must be paid at registration time, prior to admission.
- Registration fees, book fees, lab fees, 1 month tuition and any other school related fees must be paid at registration time, prior to admission.
- The registration fee is 50% non-refundable prior to the first day of school and 100% non-refundable after the first day of school.
- The Sandia View Academy Board has voted that students with account balances which are 10 days past due will necessarily receive a suspension from classes until the account is paid up or arrangements made.
- When extenuating circumstances arise which might prevent the parent/guardian from making timely payments, it is necessary to notify the school treasurer, make arrangements and sign a contract.
- A student transferring from another school must, at the time of registration, present a statement showing that his/her account at the other school is paid in full.
- In harmony with the policy established by the General Conference of Seventh-day Adventists and the SVA Board, no grades, transcript or diploma will be issued until the student's account is paid in full.
- Students will not be allowed to take part in extra-curricular activities which cost additional monies if they are not current with their tuition.
- Students will be able to take semester final exams but their grades won't be released unless their account is current or acceptable financial arrangements have been made.
- Any account not meeting the above expectations will be reviewed by the Finance Committee.

- NSF Checks. Checks returned for non-sufficient funds will be subject to a service charge of \$25.00. A history of returned checks may require payments to be made in cash, money order, or certified check. Two-party checks and post-dated checks will not be accepted.
- **The failure to abide by financial policies resulting in deficits owed to the school may result in the account being turned over to a collections agency and/or credit bureaus.**

## TUITION RATE CHART

The annual tuition fee is divided into 10 equal monthly payments, with the first payment due at registration. Each subsequent payment will be due on the first of each month with the final payment due May first.

**SVA may offer various scholarships, discounts (for example multiple students), and awards. Contact the office and/or finance officer for details including payment schedules and financial agreement forms.**

Registration Fee	\$725.00
Tuition (9 <sup>th</sup> – 12 <sup>th</sup> )	\$6,300.00

A \$20 charge will be made for any check returned for insufficient funds.

Other fees may include:

Art.....	\$25
Advanced Art.....	\$30
Drama .....	\$25
Life Skills .....	\$25
Sports fees .....	\$25

*Sports fee includes league fees, payments to refs, equipments, etc... But, it does not include any additional costs incurred such as the need for a new uniform, out of state tournaments, or other items.*



Parents/guardians will be financially responsible for any loss or damage to school equipment (including books) or property for which the child was responsible.

Limited student insurance (a secondary coverage) is included in registration. This coverage is provided for any accident occurring during school hours on or off school campus, and during a school-sponsored activity such as a field trip.

In case of an accident, if possible, the parent/guardian or any person taking the student for treatment should pick up an insurance form from the school office, have the doctor and/or hospital sign the form, attach statements and return them to the school promptly. It is the responsibility of the parent to see that the form and all statements are turned into the school office within 20 days of the accident in order to meet the deadline of the insuring company.

### **BILLING INFORMATION**

Payments on accounts must be received by the 10th of each month. All checks, money orders and drafts should be made payable to Sandia View Academy and mailed to 65 Sandia View Lane, Corrales, NM 87048.

### **PARTIAL CHARGES**

Students who enter late or are absent for a time but make up the back work for full credit will be charged full tuition. No rebates will be made for vacations. No rebates are allowed when a student is away for disciplinary reasons

Should a student wish to withdraw from school, a withdrawal slip must be obtained and signed by the principal. Full charges will be applied until this has been done. Attendance during any portion of the month will result in the complete charge and is not refundable. Students who have paid for the full year will be charged at the non-discounted rate for the months attended and refunded the balance if they withdraw during the year.

## **STUDENT SCHOLARSHIPS**

Youth who desires to be at Sandia View Academy and are willing to meet high standards of studies, work and citizenship, but have financial need, should apply for aid through the Tuition Assistance Program. Parents must complete a tuition assistance request packet and provide financial documents supporting their expenses and a copy of their income tax return to be eligible. Grants may vary depending on need and available funds.

## **WORK SCHOLARSHIPS**

Students 16 or younger who have been approved to earn work scholarship monies must complete a NM work permit. To gain practice to officially join the work force later in their lives, students apply for a position with one of our staff or departments. Students will then be interviewed by that staff. Once hired, it is the student's responsibility to record their work times on their time sheets. Any monies earned from working at SVA must be turned into the school. Deficit work hours will be charged to the student's account.

Qualifying students are offered the opportunity to gain scholarship funds of approximately \$1,000 in a school year. Thus, expectations are that students perform their work duties in order to apply approximately \$100 per month during the school year ( $10 \times \$100 = \$1,000$ ).

Effective the 2016-2017 school year, the following financial method is in effect:

- Effective the first month, the responsible financial party will be billed the \$100 up front.
- The following month, the responsible financial party will be billed up to \$100 or less to reflect what the student has actually worked.
- Each month to follow will reflect the same methodology.
- For example, if the tuition due is \$300, then the first billing will be \$400. If a student performs as expected, the next billing would reflect \$300. Or, if the student worked off \$25 then the billing would be \$375. The billings will be cumulative, so it is important that student workers perform their duties in an efficient and timely manner.

- A credit, at the end of the year may be applied to the following year. Seniors with credit may be issued a check for the balance. Tuition will never drop below normal monthly tuition rate. Extra work beyond what is anticipated could either be credited towards future month and/or to the end of the year.
- The purpose of the policy is to encourage societal work habits. Work deficit hours will be reflected in monthly billings rather than being delayed with an ever increasing deficit.
- Working at SVA is a privilege not a right. A failure on the part of a student to perform their work efficiently or the amount of time as expected may result in their losing the privilege to work.
- Student workers are expected to work a minimum of 2 days a week while school is in session. In addition, a failure to work an appropriate amount of time in order to meet monthly financial obligations as outlined may result in the worker being dismissed from the student worker program.
- Student time sheets are to be filled out any time the student is working. The time in and time out must be recorded when checking in or out – do NOT fill in time cards with the presumption of working a certain amount of time.
- Students must be actively engaged in working while “on the clock.”
- Students must not fill out time cards for other students.
- Any student misrepresentation of a time card is grounds for dismissal from their work position as well as further discipline.

